FALLS CITY PUBLIC SCHOOLS

Falls City Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.

SPECIFIC COMPLAINTS OF ALLEGED DISCRIMINATION WOULD BE REFERRED TO:
SUPERINTENDENT OF SCHOOLS
SECTION 504 COORDINATOR
FALLS CITY PUBLIC SCHOOLS
1415 MORTON STREET BOX 129
FALLS CITY, NE 68355
402-245-2825

THE STUDENT’S FUTURE IS THE SCHOOL’S MISSION

FALLS CITY PUBLIC SCHOOLS INSPIRE OUR STUDENTS TO BECOME INNOVATIVE, RESOURCEFUL, RESILIENT, AND RESPONSIBLE.

The Falls City Middle School seeks to provide a curriculum that will meet the needs of the middle level student through high academic standards balanced with a humane approach to instruction.

GOALS OF FALLS CITY MIDDLE SCHOOL

Students are the first concern of the district, and must receive the primary attention of the board and all staff members. The middle school, as an agent of society, will attempt in our education program:

1. To provide a dynamic, flexible program to meet the needs of the youth of the community. The program will be based on the needs, interests, purposes, aptitude, and abilities of those participating in it.
2. To help the student plan for and meet their present and future needs.
3. To help the students understand the characteristics of early adolescent boys and girls.
4. To help the student understand the fundamental concepts of American democracy and to assist the students in practicing the democratic processes.
5. To provide a classroom atmosphere conducive to learning and acquiring the basic skills.
6. To provide learning experiences to help students develop proper attitudes of inquiry and encourage clear and independent thinking.
7. To provide opportunities for each student to develop an understanding and appreciation of the cultural and spiritual heritage of mankind.
8. To provide career education and counseling to help students make a wise choice in the selection of vocations.
9. To help students understand the worthy use of leisure time.
10. To provide an opportunity to students to explore a variety of interests.
11. To teach students how to learn.
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Positive Behavior Intervention Program (PBIS)

A team of ten teachers and parents volunteered to attend the Positive Behavior Intervention System (PBIS) program. This team established the Behavior Matrix outlining the positive expectations students should follow while attending Falls City Middle School. These expectations are taught to all staff and students that attend our school. It is our goal to improve the positive relationships built between students and teachers by re-enforcing those expectations with a rewards system. Our hope is that our students will internalize those expectations by displaying positive behaviors within our community and throughout their adult lives.

PBIS Mission Statement

Our goal is to facilitate positive behavior change in our students and staff. We strive to promote continuing growth of those students already meeting those expectations. We strive to increase instructional time through the development of effective, proactive expectations and interventions. We strive to use rewards effectively to help increase, maintain, or improve the number of appropriate behaviors by students and staff at Falls City Middle School.

SCHOOL SONG

We will fight, we will fight for the orange and black;
Fight ‘til the battle’s won.
We will fight, we will fight, for the alma mater
Every loyal son and daughter.

Give a cheer, give a cheer for the orange and black,
We will see you through.
Onward now, keep up your courage, we will win tonight.
As we fight, fight, fight, for you.

We will fight, we will fight for the orange and black;
Fight ‘til the battle’s won.
We will fight, we will fight, for the alma mater
Every loyal son and daughter.

Give a cheer, give a cheer for the orange and black,
We will see you through.
Onward now, keep up your courage, we will win tonight.
Fight, fight, fight, fight, Tigers, Tigers: fight, fight, fight, fight, tigers, tigers, FIGHT!
FALLS CITY MIDDLE SCHOOL STAFF

Lampe, Roger
Boatright, Karen
Milam, Jamie
Haines, Allison
Nolte, Kim
Coolidge, Don
Bennett, Chris
Huppert, Kory
Findlay, Susan
Zimmerman, Charity
Hogue, Terri
Sutton, Alisha
John Furrow
Kraft, Nick
Vrtiska, Kim
Mount, Sarah
Munford, Jack
Holloway, Jeannette
Kottich, Dianna
Brown, Jennifer
Helmick, Jenny
Fankhauser, Linnette
Bangert, Jack
Martineau, Vicki
Thompson, Anna
Coonce, Rita
Dungan, Mara
Wing, Aaron
Strathman, Julie
Jacobs, Jamie
Feek, Ginger
Koopman, Laura
Meyer, Linda

Grade 6/6th Computers
Grade 6
Grade 6
6 – 8 Math/Reading Intervention
Family & Consumer Science/Study Skills
Industrial Technology/Computers
Art
Language Arts 7/8, 8 Speech/Novels
Librarian - Media Center
Library Aide
Mathematics 7/8 Pre-Algebra/8 Algebra
Choral Music 6/7/8
Instrumental Music 6/7/8
Physical Education/Health Skills/7th Computers
Science 7/8, 8th Computer
Special Education
Social Studies 7/8
Special Education
Para Educator
Para Educator
School Nurse
Guidance Counselor/Quest Program
Principal
Secretary
Cook
Cook
Food Service Manager
Custodian
School Psychologist
Mental Health Counselor
Life Skills Teacher
Para Educator
Para Educator
**DAILY SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>Building open for early entry. Students entering at this time must have a signed hall pass, and may go to their lockers; then proceed directly to a specific classroom or activity area. You shall always be under the supervision of a teacher. Please remain, wherever you go, until the 8:10 bell.</td>
</tr>
<tr>
<td>08:07</td>
<td>Morning Entry</td>
</tr>
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<td>08:15</td>
<td>Morning Announcements</td>
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<tr>
<td>08:20 - 09:03</td>
<td>First Period</td>
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<tr>
<td>09:06 - 09:49</td>
<td>Second Period</td>
</tr>
<tr>
<td>09:52 - 10:12</td>
<td>Home Room</td>
</tr>
<tr>
<td>10:15 - 10:58</td>
<td>Third Period</td>
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<tr>
<td>11:01 - 12:16</td>
<td>Fourth Period/Lunch</td>
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<td>12:19 - 01:02</td>
<td>Fifth Period</td>
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<td>01:05 - 01:48</td>
<td>Sixth Period</td>
</tr>
<tr>
<td>01:51 - 02:34</td>
<td>Seventh Period</td>
</tr>
<tr>
<td>02:37 - 03:20</td>
<td>Eighth Period</td>
</tr>
<tr>
<td>03:25 - 04:00</td>
<td>Detention</td>
</tr>
</tbody>
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Students, with the exception of those having early entry passes or participating in the breakfast program, **should not** be on the school grounds before 8:00 A.M.

If you are entering Falls City Middle School for the first time, you probably have many questions. The answers to some of them can be found in the handbook. Your teachers will help you find the answers to others. If you cannot find your answers from these sources, then you should go to your principal. You will find your principal and counselor ready and willing to know you and to help you get off to a good start.

The handbook was written especially for you. We are asking your teachers to go over this material during the first week of school. We know that you will listen to it carefully. Ask your teacher to explain any section that you do not fully understand.

**GOOD CITIZENSHIP**

A good citizen does not abuse school, public, or private property. As a good citizen, the individual student is responsible for keeping all books, equipment, and furniture, etc., that he/she uses free from marks, scratches, and other general abuse. He/she recognizes that certain people are entrusted with authority and he/she respects that authority.

**GOOD CONDUCT**

1. Pupils are expected to enter and leave classrooms quietly and in orderly fashion.
2. Passage ways should never be blocked by pupils who stop to talk to their friends.
3. It is entirely out of place to whistle, sing, shout, or scuffle in the halls.
4. Please help keep the classrooms, halls and restrooms clean and neat.
5. Be polite and courteous to visitors in our school.
6. You may be in the building only when you are under the supervision of a teacher. **No loitering in the building while waiting for friends who are staying after school either voluntarily or by request.**

**Physical Restraint and Seclusion**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself, to others, or to school/private property may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling law enforcement. Significant violations of the law including assaults on students and staff will be reported to law enforcement. As soon as possible after any such incident, the parents or guardian will be informed when any of these actions have occurred.

**Sniffer Dog Policy Notice to Students**

By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:
1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.
ARTICLES PROHIBITED BY STUDENTS IN SCHOOL

Problems arise each year because articles are brought to school, which are hazardous to the safety of others or interfere in some way with school procedure. Such items as cameras, transistor radios, electronic items, laser lights, lighters, chains (to wallets included) permanent markers, toys or games etc., when brought to school are undesirable or distracting and will be confiscated. Cell phones are to be turned off during school hours. If a cell phone is on or is distracting, it will be confiscated by the teacher and given to the principal. The phone will be returned to the student or parent depending on the number of issues and/or severity of issue.

Solicitation

Falls City Public Schools and staff support the many clubs, activities and civic organizations that our students belong to. We ask that sales and fundraising activities be conducted outside of the school day. Sales and fundraising should be conducted at staff member’s homes rather than in school.

POSSSESSION, USE, OR DISTRIBUTION OF ALCOHOL, TOBACCO OR OTHER DRUGS
(Code: 7119)

To ensure that students in the Falls City Middle School attend school in a drug-free environment, the following rules shall be enforced in accordance with the Student Code of Conduct:

1. The possession, use, or distribution of the common drugs or marijuana, hallucinogenics, amphetamines, barbiturates, narcotics, alcohol, or any possession or use of a prescription drug in an unlawful fashion by any student regardless of age shall not be permitted while under the supervision of school personnel in a school-related activity, at home or away, even when not engaged in school activities if this is part of the good conduct training rules established by the sponsors of a school-related activity. Individuals who are involved in school activities or sports will need to check with their coach/sponsor or look in the student handbook for information about good conduct training rules and all activities which are subject to the good conduct rules.
2. The bringing of any of the aforementioned drugs to school or any school-related activity by any student shall not be permitted.
3. Any possession, use or distribution of illegal drugs will result in disciplinary actions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, or expulsion. The parents and the appropriate law enforcement agencies will also be contacted.

LEAVING SCHOOL DURING SESSION

Under no circumstances will a student be permitted to leave a classroom or a practice session unless the reason is urgent. Students will not be permitted to leave the building before being dismissed unless granted permission by the office.

SCIP TEAM

The School Community Intervention and Prevention Program (SCIP) is an observation and intervention process identifying problem behaviors, which interfere with the student’s ability to learn. The objectives are:

1. To identify students exhibiting high-risk behaviors which interfere with their ability to learn.
2. To provide alternative approaches in helping students deal with these problems.
3. To provide a support system for students and parents to address problem areas both within and outside the school.

BULLETINS

A daily bulletin will be read over the intercom at 8:15 a.m. A bulletin will be posted on PowerSchool by 10:30 a.m. These bulletins contain announcements and information important to all students. Students are therefore responsible for knowing the information contained in these bulletins.

The principal’s signature or initials are required for outside school information, dances, tryouts, etc. before posting of any kind is permitted in the building.

TELEPHONE

The telephone in the office is for school business; however, it may be used by students for emergency calls, provided permission is obtained from the secretary or the principal. Students with written permission from teachers may make calls during or between classes. Important messages from your parents will be delivered. A log will be kept of student phone calls and the purpose of the call. The school number is 402-245-3455.
COPY MACHINE
The copy machine is off limits to students unless authorized by the Principal’s office or secretaries. When it is found necessary for use by students, there is a $.10 (B & W) or $.25 (color) charge for each copy produced.

LOST AND FOUND
All lost and found articles should be taken to and claimed in the office. A collection of lost articles are in the cafeteria. Report to the office for lost articles - not once but several times. Check with the secretary on such items as jewelry, watches, purses, billfolds, etc.

ELIGIBILITY REQUIREMENTS
All students at Falls City Middle School can fail no more than one subject and still be eligible to participate in extra-curricular activities. A cumulative grade point average of seventy percent or higher in each subject is considered passing. They must meet all requirements for state eligibility for athletics, activities, etc..

Any student failing two classes at the end of the third week, sixth week, or the end of any quarter is ineligible for the next three weeks as marked on the activity calendar.

If a student is absent past 10:00 a.m. for an illness or unexcused absence or tardy, he/she will not be able to participate in an extra-curricular activity that day.

Any student that is found possessing or consuming any type of drugs, tobacco or alcohol or is reported being observed by a school employee smoking or consuming any drugs, tobacco or alcohol will be ineligible to compete for the following duration:

- **First offense**: 30 school days
- **Second offense**: 60 school days
- **Third offense**: 90 school days
- **Fourth offense**: Remainder of Middle School Years

GRADING POLICY
Reports of grades are issued quarterly. In addition, copies of all grades will be sent home at three week intervals. Each pupil should strive for marks commensurate with his ability. FIX

<table>
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<th>Description</th>
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<td>97 – 100</td>
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<tr>
<td>A</td>
<td>93 – 96</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 92</td>
</tr>
<tr>
<td>B</td>
<td>86 - 88</td>
</tr>
<tr>
<td>C</td>
<td>82 – 85</td>
</tr>
<tr>
<td>C+</td>
<td>80 – 81</td>
</tr>
<tr>
<td>D</td>
<td>74 – 77</td>
</tr>
<tr>
<td>D+</td>
<td>70 – 73</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>(0 - 69)</td>
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<tr>
<td>NG</td>
<td>No Grade</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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</table>

INCOMPLETES
Students with incompletes should see the teacher concerned at once. If the work is not satisfactorily completed, these marks automatically become failures.

Dating Violence Prevention
Falls City Public School District shall make continued efforts to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Dating Violence is defined as (a) a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) “dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training shall be provided to staff deemed appropriate by the administration.
National School Lunch/Breakfast Program

The Falls City Public Schools participates in the National School Lunch Program. Breakfast is available during all school days beginning at 7:45 AM until the start of the school day, and lunch is also available at all building sites. A featured entrée, a la carte items, milk, a full salad bar, and special dietary needs meals are available for students. Free and Reduced meal applications are available at the main office of each school building. Lunch account information can be monitored through the district’s PowerSchool Parent Portal found at https://ps.fctigers.org/public/.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

LUNCH ROOM REGULATIONS

Students must eat lunch in the school cafeteria whether you eat school lunches or bring a sack lunch. The following regulations must be followed when using these facilities:

1. Do not litter. Pick up your trash before taking your tray to the washing area. Remember, someone could be sitting in your seat after you.
2. Return trays to the window and deposit litter (all paper/plastic containers, and napkins) in the trash can conveniently located in the cafeteria. Leave food leftovers on your tray and deposit utensils in the proper place.
3. You may remain in the cafeteria the entire lunch period or go to other areas that might be designated by the faculty.
4. Food, drink, etc., are not to be taken from the cafeteria.
5. Avoid table hopping or excessive movement in the cafeteria.
6. Soft drinks in either cans or bottles are not allowed during breakfast or lunch. Vending machines are not to be used during these times.

2019-2020 LUNCH PRICES

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.95</td>
<td>$2.35</td>
</tr>
<tr>
<td>Lunch</td>
<td>$3.00</td>
<td>$3.70</td>
</tr>
</tbody>
</table>

Meal Charges Policy

The district’s policy on charged meals is if a student has no funds available to pay for a meal, the student will be provided and charged for up to ten meals. If a student has no funds available to pay for a meal, the building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. A la carte or extra items will be available for a cash purchase only.

If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.
LOCKERS

Students’ lockers and desks are the property of the Falls City School District, and are made available for student use. Student lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Individual student lockers or students may be searched at any time if the building administrator determines that reasonable cause exists.

It shall be the responsibility of the student to keep his/her locker clean and neat. No decals, mirrors, stickers, etc. Combination locks will not be issued, but can be obtained from the school for use during the year. The rental fee of $5.00 will be refunded when the lock is returned at the end of the school year. Locks other than those issued by the school are unacceptable.

Preplan your movements for the day and go to your locker as infrequently as possible. Take books, etc., with you for more than one class or activity. Books are to be stored in the top of the locker. Coats and other articles should be kept in the lower part of the locker. NO MUSICAL INSTRUMENTS ARE TO BE KEPT IN THE LOCKERS!

ABSENCES

You MUST bring a written excuse giving the reason and date(s) following each absence from school. It should be written by the parent or guardian, then presented to the office before reporting to your first class. After three consecutive days of absence due to illness, a doctor’s excuse is requested. The office will give you an admit slip which must be initialied by all teachers from whose classes you were absent. The last teacher to initial your admit slip should keep it.

The principal will make the decision as to whether or not the reason for the absence is excused or unexcused. An excused absence allows the student full credit for make-up work in the classes which he has missed. An unexcused absence, as well as a substantial number of absences, will be handled according to board policy.

Parents are to notify the school whenever a child is to be absent. The call should be made by 9:30 a.m.; otherwise, we shall have to call you to verify the child’s absence. Your call will save us this step. Calls to report either an absence or a request for assignments should be made by 9:30 a.m. A note upon returning is also required.

Prearranged application - when a student knows in advance that he or she will be absent from school, he/she should notify the office and pick up a prearranged application to be signed by teachers. Prearranged application can be obtained for the following:

1. Vacations (needs parent/guardian signatures)
2. School activities (no parent/guardian signatures)
3. Personal activities (needs parent/guardian signatures)

In the event that a student must leave school before a regular dismissal time due to illness, he is to report to the office where the reason for leaving will be recorded and proper arrangements made for transportation. In every case, a school official will phone the home before sending the student from the school. A note will need to be brought the following day and handled the same as any absence.

The principal will make the decision as to whether or not the reason for the absence is excused or unexcused. An excused absence allows the student full credit for make-up work in the classes which he has missed. An unexcused absence, as well as a substantial number of absences, will be handled according to board policy.

A primary obligation of the school is to encourage regular attendance by the students. A relationship between success in school and good attendance does exist. Therefore, the purpose of this policy is to promote regular school attendance. Regular attendance is a habit that directly applies to the world of work. This policy stresses to the students the importance of regular attendance, and it promotes a habit that will transfer into adulthood.

The current compulsory attendance laws (§ 79-209) & (§ 79-201) define that in all Nebraska school districts, any superintendent, principal, teacher, or member of the school board who knows of any violation of the compulsory attendance law on the part of any child of school age, his/her parent, the person in actual or legal control of the child, or any other person must within three days report the violation to the attendance officer of the school, who must investigate the case.

The number of absences may not exceed five days per quarter or the hourly equivalent. Missing more than 5 days in a quarter may result in letter to parent, and copy to the truant officer. Missing 20 days or more may result in a letter to the parent and a copy to county attorney, truant officer, and student file.
APPOINTMENTS DURING SCHOOL HOURS

Students should make dental, medical and other appointments for after school hours if possible. Please do not let them interfere with your school duties. Permission may be granted by the principal when it seems necessary to have an appointment during school hours.

Special requests to leave class during the school day for scheduled appointments must be approved and initialed by the principal or by the office secretary. Give the permit to your classroom teacher at the beginning of the period from which you wish to be excused. **You must sign out in the office before leaving the building.** Try to schedule appointments when school is not in session.

TARDIES

*Students are considered tardy after the 8:20 bell. Students who are tardy must bring a written excuse to the office for a tardy slip before going to their first class.* If a pattern of tardiness develops, parents will be called to consider the causes and to aid in reestablishing a proper attitude. A tardy between class is recorded in PowerSchool.

STUDENT DRESS CODE

All students are expected to take pride in their personal appearance. They should be neat, clean, and dressed in proper clothing. The general guideline is that student dress should be conducive to promoting a businesslike and studious work atmosphere with the school. The following items are excluded from acceptable school attire:

1. Articles displaying indecent writing, pictures, or slogans, or clothing with suggestive or derogatory pictures or phrases, or advertising of alcohol, tobacco, or drugs may not be worn.
2. Bare feet. Some type of footwear must be worn.
3. Hair styles which cause distraction from the learning process or the general social atmosphere and health and safety for either the individual or other individuals.
4. Clothing made of the open mesh material, unless it is worn over other non mesh material.
5. Please wear appropriate length shorts. No tight shorts/skirts, pajama pants, muscle or sleeveless shirts, or half shirts (no bare midriffs or shirts/tops that expose cleavage) are allowed. Pants should be pulled up at all times (use a belt if needed-no sagging)
6. No student is to wear a hat of any kind in the building between the hours of 8:00 a.m. and 4:00 p.m. (a bandana or a hood over the head is considered a hat)

The final decision regarding attire and grooming will be made by the principal. If he decides that your attire is unacceptable, he will insist that you call home and have someone bring you the necessary replacement or you will be sent home for a more satisfactory outfit.

GOOD SPORTSMANSHIP

The rules of good sportsmanship should be observed at all times. It is especially important at basketball games, and other athletic events where rivalry between school and students should stay on friendly terms. You should show respect for players, officials, spectators, and cheerleaders. Good school citizens display good sportsmanship through orderly and respectful behavior in and out of school activities. Dispose of trash in appropriate containers. The need for good sportsmanship is apparent in all individual and group situations.

VISITORS

All visitors should enter the main entrance. During school hours you must push the button and give your name when asked to be permitted. Visitors wanting to observe a class may do so only after asking and receiving approval from the office. All visitors must report to the principal’s office upon entering the building.

SCHOOL BUS RULES

**TRANSPORTATION:**

All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day. When riding school transportation the student is responsible to abide by all handbook rules. Students who ride school vehicles to an away activity are to ride school vehicles home unless they have a note signed by their parent or guardian telling who they will be riding home with. If they don’t have a note they will ride home with the rest of the activity group. If a parent comes up to a sponsor driver to ask to take the student home, the parent should ask you face to face to take them.
Bus Conduct Reports

Students who cannot follow the rules of the bus will have a conduct report completed. The following action will be taken depending on how many conduct reports are issued:

1st Report - It must be signed by a parent. If the report is not signed and returned the student will be sent to the Principal's office for an explanation.

2nd Report - The student is sent to the Principal's office for a conference with the Principal and the Transportation Supervisor.

3rd Report - No bus privileges for one week.

4th Report - No bus privileges for up to one month.

5th Report - No bus privileges for one semester.

Depending on the seriousness of the offense, students may lose bus riding privileges for an indefinite period of time at the discretion of the Principal and Transportation Supervisor. A conduct report will be completed to document the offense.

BUS RULES

The following are some of the school bus rules that we all need to be aware of:

1. When riding school transportation the student is responsible to abide by all handbook rules. Students who ride school vehicles to an away activity are to ride school vehicles home unless they have a note signed by their parent telling who they will be riding home with. If they don’t have a note they will ride home with the rest of the activity group. If a parent comes up to a sponsor driver to ask to take the student home, the parent should ask you face to face to take them.

2. Food, candy, gum and drinks are allowed on buses and vans, but each individual is responsible for their own trash. There are two (2) trash boxes on each bus, if you cannot keep the trash mess down to a minimum this privilege will be revoked. All you have to remember is, if you carry something on carry it off or put it in one of the trash boxes. There will be absolutely no sunflower seeds permitted on the buses or vans. Each route driver has the authority to stop this privilege. This is a bus by bus privilege.

3. Electronic devices without headphones are not to be played on buses or vans while you are traveling. If they are played without headphones while you are on the bus it will be taken from you. When you return home it will be returned to you and reported to the principal. Hand held videos may be played only if they have a mute button and use it. No boom boxes. All they do is take up space.

4. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct, of using inappropriate language, (talking or singing), of abusing or casting reflections upon sponsors, drivers, or other students may forfeit the right to ride on the bus.

5. There will be no smoking or use of tobacco of any form and no use of or possession of drugs or alcoholic beverages on school vehicles.

6. Students are not to stand to get off the bus until the bus has come to a complete stop.

7. No one is to exit out the rear door of the bus except in an emergency.

8. It is now a state law that when seat belts are provided in school vehicles, all passengers will wear them.

9. Once in motion:
   A. Movement in the bus is not recommended.
   B. Riders should have one leg (if not both) out of the aisle.
   C. Riders should have one shoulder (if not both) behind the bus seat in front of their seat.
   D. No standing in seats.
   E. All students will be quiet when nearing and stopping at railroad crossings.

AUTOMOBILES - BUSES

The red curb area in front of the school is for buses, handicap and unloading other goods and services. Please use the parking lot north of the school for loading and unloading students as much as possible. Extreme care should be exercised in getting out of and/or getting into automobiles. It is a busy time here, especially after school.

BICYCLE AND PEDESTRIAN SAFETY

Safety should be an important concern for everyone. The need for safety extends beyond the school grounds. Traffic conditions at the hours of arrival and dismissal necessitate careful observation of rules for the pedestrian. If you walk to and from school, stay on the sidewalks where they exist. If no sidewalk exists and streets provide the only route, stay close to the curb on the left side. Respect the position of vehicle operators. Use the crosswalks where provided. No shortcuts through school or private property.

The rider of a bicycle, like the driver of a car, must obey traffic rules. The following are some of the most important rules for bicycle riders:

1. Ride with traffic, not against it.
2. Never use a zigzag course; ride straight ahead.
3. Remember that a bicycle is built to carry one person at a time.
4. Always ride as close to the right curb as possible.
5. Leave parked bicycles alone.
6. Know and use your hand signals before you turn or stop.
7. Keep both hands on the handlebars.
8. Park bicycles immediately on arriving at school.

Seventh and eighth grade students are to park bicycles in the south parking lot bike rack. Sixth grade students are to park bicycles in the rack at the north end of the building.

MEDIA CENTER

The Media Center is open from 8:20 a.m. to 4:00 p.m. on all school days.

PHYSICALS - PHYSICAL EDUCATION

_Nebraska state law requires that ALL students entering the seventh grade, new enrollees from out-of-state, and anyone planning to participate in athletics must have a current physical examination form on file (March 1, 1992)._ Students will have physical education two/three days per week. Directions pertaining to purchasing and labeling of gym clothing will be announced on opening day, or in your first gym class.

CHANGE OF ADDRESS

Students changing their address or telephone number should report this information to the office. This is necessary so that your file may be kept current.

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the following procedure should be observed:

1. **Report to the counselor before your first period class on the morning of the day you plan to withdraw from school**, and receive a checkout sheet to take to your teachers.
2. **Pay all library fines and outstanding bills.**
3. **Check in all books and other school property to the proper teacher, have the teacher sign the checkout sheet, and return it to the office.**
4. The counselor will give you a letter of introduction and a transcript of your grades to take to the new school.
5. Other pertinent information will be sent upon request.

ENTRANCES AND EXITS

All seventh and eighth grade students will enter the building through the cafeteria entrance at 8:10 a.m. All sixth grade students will enter through the band entrance at 8:10 a.m. Students who end their day or are picking up band instruments may exit through the band exit. All other students will exit through the cafeteria exit. Stay off the front lawn (grass). It is not to be used for waiting and/or relaxing.

FIRE AND DISASTER DRILLS
(Evacuation Drills)

The following important rules should always be observed in any school or public building during an emergency. You will be held responsible for knowing them and obeying them. Read them carefully and become thoroughly familiar with them.

1. Should you discover a fire, notify the nearest teacher.
2. Rise at the sound of the alarm and follow the student leader to the assigned place. All persons must leave the building in case of fire.
3. Walk rapidly, but do not run.
4. Do not talk at any time during the drill, including the return to class.
5. Continue walking until your group reaches the place of safety. Stay with your own group and await further direction.
6. Regardless of what room you may be in, you are expected to know how to leave the building by the nearest exit and rejoin your class so that the teacher may check attendance.
7. Take shelter in the building as specified by supplementary instructions for all other emergencies.
8. Know all drill procedures posted in each classroom.

STUDENT ACCIDENTS

Should a student have an accident on or around the school grounds during, before, or after school activities, it should be reported immediately to the principal, the nurse, or any teacher available at the moment regardless of how minor the accident might seem.
SCHOOL NURSING SERVICE

The school nurse will be at the Middle School part of every school day at which time parents are invited to contact her regarding health problems of their children. This would also be the appropriate time for pupils to discuss their health problems with her.

All medications (prescription and over the counter drugs), vitamins, herbals, inhalers, etc. are to be checked into the office or the nurse with a medical form (can be picked up at the office) or a note until the medical form can be picked up and filled out with directions on how they are to be distributed. There are to be no types of medicine kept on the student or in his/her locker without the nurse’s permission.

Physical fitness is essential and a prerequisite to mental fitness for doing good school work. Good habits such as adequate rest, balanced diets, and cleanliness help to guard against illness and give a child a happier outlook on the daily tasks confronting them.

Your school nurse is interested in helping you. Please feel free to call upon her with your questions.

PROCEDURES

The following group of procedures are being used in all classes at the middle school. The consistency is helpful for students, parents, and teachers. Many times problems can occur from misunderstanding expectations of the different teachers. This unifies some basic procedures in the middle school.

AGENDA BOOK

You will receive an agenda book on the first day of school. It is to be carried with you at all times of the day. Assignments are to be recorded for each day in the core and exploratory classes. This book will also serve as your pass to other classrooms, the restroom, the office, etc. The book will be presented to the teacher for permission to be excused, and if properly filled out, the teacher will write the destination and initial in the appropriate class area. The student will fill out sign-out sheet provided when leaving and upon return. The agenda book will serve as a way to communicate to Independent study teachers about work to be completed as well as keep track of the number of times a student leaves the classroom during the school day. Students that properly fill out the assignment book will receive a Golden PBiS ticket when checked. The agenda book will be checked in the student’s homeroom.

CLASSROOM

1. All students are expected to be in the classroom when the bell rings.
2. All students are expected to bring all materials required for class.
3. No students will be allowed to leave the room for the first 15 minutes.
4. Any student leaving the class will need to sign out.
5. Other expectations/rules will be explained and posted for each class.

INDEPENDENT STUDY

Independent study is designed for students to work on assignments, make-up late work, and when all other work is finished, students may work on extra credit or read an acceptable book or magazine. There will be no card playing in independent study. Each student is responsible for knowing and following procedures:

1. Students are to come to independent study with books and materials needed to complete work and/or outside reading material.
2. A student may not ask the independent study hall teacher for a pass out of the room for the first 15 minutes. Any student that has a pass from another teacher may leave after checking in and signing out. A student with a band lesson will go to the band lesson and then report directly to independent study.
3. Students must have a pass from another teacher issued before class time to be allowed to leave. They may not leave independent study to get a pass.
4. Students needing to use the computer labs should have written permission (agenda books) from classroom teacher.
5. All students need to sign out and sign back in when leaving and returning to independent study.
6. Students with D’s or F’s must bring all books/materials that correspond to that class(s). They will only be allowed a restroom pass, unless they have been given a pass by another teacher.

Detention Hall

1. Detention hall begins promptly at 3:25.
2. The only pass that will be issued will be a two minute telephone pass to call home, after 3:30.
3. Students are to come to detention hall with books and materials needed to complete work and/or acceptable outside reading material, if not additional time and/or work will be added to do during detention hall.
4. Students are not allowed to talk to any student or teacher without permission.
5. Upon entering, the students will sign in, indicate for whom they are staying, and when they are allowed to leave.
A student assigned a detention is expected to attend the detention on the night it was assigned unless:

1. He/she is a bus student and can not make arrangements. (No note, but will attend next night)
2. He/she had an excuse and a note from the parents explaining the reason for missing. (Note may be necessary)
3. He/she makes arrangements with the teacher. (Note may be required upon returning)

Students not attending on the night of the assigned detention will have a responsibility of bringing a written excuse from home and get it to the person assigning the detention immediately the next school day. Those that do not have an excuse for missing the night before, may staying the next night also.

**Computer/Internet Use**
All students and their Parent(s)/Guardian(s) that have permission to use the internet and the computer network have signed the Falls City Public School District Acceptable Use Policy and acknowledged responsibility of abiding by the Terms and Conditions for the FCPS computer network. Violation of any regulation is unethical and may constitute a criminal offense. Upon committing any violation, access privileges will be revoked a minimum of ten days, other school disciplinary action, and/or appropriate legal action may be taken.

We also want to give Falls City Middle School students information about the risks of using MySpace, Facebook, UTube, Gmail and similar social networking sites. These sites are public sources of information. Information posted on the Internet is public and may be seen by school administrators, law enforcement officers, scholarship committees, and prospective employers. That information may lead to disciplinary actions by the school, criminal charges by law enforcement, and difficulty in securing future scholarships or employment. We encourage students to use the Internet responsibly.

**STUDENT CONDUCT POLICY**
The Student Conduct Policies summarized below have been adopted by the Falls City Board of Education. A complete copy of the policies is on file in the office of the Building Principal.

**STUDENT CONDUCT:** The following conduct shall constitute grounds for exclusion, expulsion, and/or suspension, and/or reassignment, subject to the procedural provisions of the Student Discipline Act.

1. Conduct in a manner that constitutes interference with school purposes.
2. Willfully causing or attempting to cause damage to property.
3. Stealing or attempting to steal property.
4. Causing or attempting to cause personal injury.
5. Possessing any object or material that is ordinarily considered a weapon.
6. Engaging in the unlawful possession, selling dispensing or use of a controlled substance, imitation controlled substance, or alcoholic liquor.
7. Being under the influence of a controlled substance or alcohol.
8. Sexual harassment (Dating Violence) as defined by board policy.
10. Sexually assaulting or attempting to sexually assault (Dating Violence) any person.
11. Extortion by threatening or intimidating any student or school employee (Bullying).
12. The above violations of the student conduct policy are not intended to be all inclusive. Just because something is not listed in this summary as being a violation of the student conduct policy does not mean that all other behaviors will be accepted as proper behavior.

**DEFINITIONS:**

**DUE PROCESS:** Students suspended, expelled, or reassigned will have his or her rights spelled out by state statute.

**SHORT TERM SUSPENSION:** Five school days or less.

**EXPULSION/NO ALTERNATIVE SCHOOL:** Due Process prior to the expelling (20 days or longer) of a student unless the expulsion was required by Section 79-283(4) (I.E. – FIREARM OFFENSE)

**EXPULSION/FIREARM VIOLATION:** Any student found to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, based, or contracted by the school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or designee, or at school sponsored activity or athletic event will be expelled from school for a period of not less than a year. A firearm is as defined in 18 U.S.C. 921.
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