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 **WELCOME**

 On behalf of the faculty, administration, and board of education we would like to welcome you to Rock County Public Schools. We are looking forward to assisting you in fulfilling your educational goals. Rock County has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals, which have been set, and to carry on the tradition and strive to make RCPS a better school. You can benefit from everything RCPS has to offer by being actively involved in the learning process. If you encounter difficulties, do not hesitate to seek assistance from the administration and staff. We are here to make your years in school as successful, yet educationally challenging as possible. We welcome the opportunity to help you as you proceed through your high school career.

 Through the personnel of the school and a variety of materials, it is hoped that students will engage in experiences which will enable the student to acquire not only knowledge and information, but also the attitude, ideals, understanding, appreciation, and skills necessary for effective participation in a democratic society.

 Students, do your school work so that you will be proud to have it as a part of your permanent record, which follows you wherever you go. The entire staff is ready to help and advise you, but you ultimately are responsible for your work. What you do, and how you do it, is entirely up to you. YOU can make the difference for everyone! You are that important!

 Parents, your support is vital in the education of your child. Fostering a positive attitude toward education at home makes a tremendous difference in the attitude of your child in school.

**PURPOSE AND USE OF THE HANDBOOK**

 The purpose of this handbook is to acquaint students and parents with our school system, its activities, organizations, opportunities and facilities. We are interested in each student and we want all students to get the most out of the opportunities afforded them while attending Rock County Public Schools.

 This handbook contains policies and procedures, which shall be regarded as in effect at Rock County Public Schools. Realizing that no handbook could answer all questions or problems, we invite the parents and students to visit us in the office or view the policies online at www.rockcountyschools.org. During the year some of the policies in this handbook may change as the need arises. If this occurs you will be notified through the daily bulletin posted daily on the school’s website and mailings. Also please keep in mind that ALL students are responsible for conforming to guidelines established by each teacher.

**GENERAL INFORMATION**

 It is the policy of Rock County Public Schools to provide educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, sex, or disability in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799 A and 854 of the Public Health Services Act, where applicable, as enforced by the U.S. Department of Health, Education and Welfare.

**MEMBERS OF THE BOARD OF EDUCATION**

**President – Tim Shaw Secretary – Becky LeZotte**

**Treasurer – Leah Hagan Board Member – Larry Ebert II**

**Vice President – Teresa Wiiest Board Member – Kayti Gordon**

**DISTRICT 75-0100 FACULTY AND STAFF**

**Superintendent...Tom Becker Principal...Steven A. Camp**

**Bassett Grade School**

Math 6….Rose Rowan Librarian….Tricia Buell

Soc. St. 5-6, Science 5-7….Rhonda Ammon Special Education….Amber Blessin

Grade 5, PE K-6….Tami Cosgrove Title I, Coaching….Kristie Camp

Grade 4….Chris Nielsen Band….Christa Holmberg

Grade 3, ….Debbie Seberger Vocal Music….Kristie Keller

Grade 2, Coaching ….Lauren Swanson Guidance….John Dohrman

Grade 1….Cheryl Hart Special Ed Aide….Kerry Keller

Kindergarten, One-Acts….Nickie Ebert Library Aide….Susan Fleming

Secretary….Jean Fuhrman Custodian….Wendy Mangelsen

Classroom Aide….Kristy Pospichal Classroom Aide….Virginia Kepler

**Pony Lake School**

Lower Grades….Alisha Strelow Upper Grades….Natalie Bruce

Classroom Aide….Diane Sybrant

**Rose School**

Grades 4-8….Michelle Spencer Grades K-3….Kayla Miller

Classroom Aide….Corky Fox

**Rock County High School**

Ag, FFA….Ann Dvorak Math, Coaching….Alex McCleary

Business, Computers….Tricia Anderson Guidance Counselor, Coaching….John Dohrman

PE, AD….Kayla Fischer Special Ed, Quiz Bowl….Rachel Hall

Librarian, Coaching….Tricia Buell English, Speech Coach….Rachel Usasz-Keber

History, Coaching….Brooke Larson Band….Christa Holmberg

Choir….Kristie Keller Spanish….Jane Klemesrud

JH Math, Reading, English….Rose Rowan Custodian….Lana Pfeifer

Science….Paula Peters Business Manager….Lynn Hickman

Head Cook….Christi Leonard Library/Teacher’s Aide….Debbie Morrison

Assistant Cook…..Lorraine Ammon Custodian….Ione Anderson

Administrative Assistant….Brandi Hollenbeck

Integration Technology Specialist….Tricia Buell

**GOALS**

 It is the common goal of students, teachers, the principal, and the superintendent to achieve a school atmosphere which is most conducive to learning, including the opportunity of students to learn by assuming their appropriate share of the responsibility to create the desired climate. To meet this goal, each member of the school community needs to know and accept his or her responsibilities, and to understand his or her rights, as well as the rights of others, and how these rights are interrelated.

**MISSION STATEMENT**

Rock County Public Schools will provide its students with positive educational experiences that instill life-long learning skills to nurture responsible, contributing citizens.

ACADEMIC REGULATIONS AND PROCEDURES

ADMISSIONS

Admission to High School requires:

 1. Evidence of satisfactorily completing the 8th grade.

 2. Proper immunization.

 3. Meeting of residence requirements, or;

 4. Compliance with the open enrollment policy of the State of Nebraska.

GRADUATION REQUIREMENTS Revised (12-15-2008)

To be eligible for graduation from Rock County High School, a student must have:

 1. 8 SEMESTERS OF ATTENDANCE

 A TOTAL ACCUMULATION OF 270 HOURS

 2. EARN THE FOLLOWING CREDITS:

 A. ENGLISH & COMMUNICATIONS 45 HOURS

 B. CAREER EDUCATION 5 HOURS

 C. SOCIAL STUDIES 30 HOURS

 (MUST HAVE 10 HOURS IN AMERICAN HISTORY AND 10 HOURS IN AMERICAN GOVERNMENT)

 D. SCIENCE 30 HOURS

 (MUST HAVE 10 HOURS OF PHYSICAL SCIENCE & 10 HOURS OF BIOLOGY)

 E. MATHEMATICS 30 HOURS

 F. PHYSICAL EDUCATION 20 HOURS

 G. PERSONAL FINANCE 10 HOURS (beginning 2014-2015 school year)

 H. ELECTIVES 100 HOURS

(A TOTAL OF 30 ELECTIVE HOURS MUST BE TAKEN IN MATH, SCIENCE, COMPUTERS, BUSINESS, OR FOREIGN LANGUAGE)

ADMISSION REQUIREMENTS

Minimum Age:

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

Early Admission to Kindergarten:

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

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child’s: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

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

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

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

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

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

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child’s attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child’s mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

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

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

Admission to First Grade:

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

Graduates:

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

Age 21:

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

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

(1) A certified copy of the student’s birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child’s identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

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

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

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

TRANSFER STUDENTS

 Students entering school for the first time from another school system must be registered before entering a class. The student's parents or guardian must complete the required registration forms and sign a record release form to enable the school to obtain the student's past school records.

STUDENT WITHDRAWAL

 All students leaving the Rock County Public Schools will be checked out of the classroom by the homeroom teacher, with final dismissal from school accomplished by the principal. Cumulative records will NOT be given to parents or students. Such records must be requested by the school in which the student enrolls.

HEALTH AND PHYSICAL EXAMS

 During the first quarter of each school year, physical inspections of each student will be provided to discover sight or hearing defects, dental defects, and any contagious disease.

 Students participating in junior high and high school athletics must have a physical examination prior to the beginning of the season (one physical will suffice for all sports). The cost of all physical examinations will be the responsibility of the student or parent or guardian.

SCHOOL CURRICULUM

The following subjects are taught in the Rock County Public Schools:

 Reading Mathematics Writing

 Social Studies English Art

 Science Vocal Music Instrumental Music

 Physical Education Keyboarding Health

 Spelling Vo. Agriculture Business

Programs which complement the regular program include:

 Speech Therapy Instructional TV Title 1 Reading and Math

 Library Skills Special Education Enrichment

STUDENT CLASSIFICATION (SPECIFIC TO RCHS)

 Students with less than 55 hours will be classified as freshmen. Students with less than 110 hours but more than 55 hours will be sophomores. Students with less than 165 hours but more than 110 hours will be juniors. Students must have a minimum of 165 hours to be classified as seniors.

CLASS SCHEDULING (SPECIFIC TO RCHS)

 Students may not add, drop, or discontinue a class without the permission of the administration, teacher and parent. Slips to drop and/or add may be picked up in the counselor’s office. No class changes will occur after the first week of each semester.

THE SCHOOL DAY

 The regular school day for Rock County High School students Monday through Friday is from 8:00 a.m. to 3:31 p.m.

 School hours at Bassett Grade School extend from 8:15 to 11:25 in the morning, and from 12:10 to 3:31 in the afternoon Monday through Friday.

 School hours at Rose and Pony Lake extend from 8:15-3:15 Monday through Friday.

 Students are not to arrive before 8:00 unless they have a meeting with a teacher. Morning playground supervision will begin at 8:00. Students may enter the building upon their arrival to place their books, PE bags, etc. at the end of the hallways. After that has been done, students will remain outside the school building until the bell rings, unless an instructor tells the student to enter the building. During bad weather, students may stay in the ends of the halls until school begins. Students may come to school at any prearranged time for additional help from their teachers.

 The school day ends at 3:15 and 3:31, and the students are to leave the building as soon as possible after the teacher has dismissed the class. Students who have been requested for any reason to remain after regular school hours are exempted from this rule. If a student has been requested to stay after school, the student must notify his or her parents or guardian to explain the reason for staying after school.

 SPECIFIC TO BASSETT GRADE SCHOOL: Since the school playground is used as a community playground outside of school hours, it is not under the direct supervision of the school personnel. Students wishing to play on school grounds are to go home immediately after school, and then return to the playground, so their parents will know where they are. The school is not responsible for accidents occurring on the school grounds prior to 8:00 a.m. and after 3:31 p.m.

CLASS DISMISSAL

 Class is in session until dismissed by the teacher. No student is to leave any classroom without a permission slip from the classroom teacher. All students should check back into the classroom before the end of the period, unless the supervising teacher excuses this action. No student is to leave school grounds during the day without a pass from the office.

GRADING SYSTEM

A- 94-100 B- 86-93 C- 78-85 D- 70-77 F- 69/below I-Incomplete U-Unsatisfactory

 Incompletes must be made up within 5 school days at the end of each quarter, but there is no grace period at the end of the year.

S+, S, S-, U grades will mean:

S+ = student exceeds minimum requirements

S = student meets minimum requirements for that grade or achievement level

S- = student needs to improve to meet the minimum requirements

U = student is doing failing work for that grade or achievement level

 Grades by subject area will be determined as follows:

1. SCIENCE: Grade 1-2: S+, S, S-, U

 Grades 3-12: 50% daily work; 50% tests and quizzes

2. SOCIAL STUDIES: Grade 1: S+, S, S-, U

 Grades 2-12: 50% daily work, 50% tests and quizzes

3. SPELLING: Grades 1-7: 50% daily work, 50% tests (comprised of weekly tests, unit tests, and quizzes)

4. ENGLISH: Grade 1: S+, S, S-, U

 Grades 2-12: 50% daily work, 50% tests (comprised of quiz and test scores)

5. READING: Grade 1: S+, S, S-, U

Grades 2-8: 50% daily work, 50% tests (comprised of quizzes, series/unit tests where applicable, and teacher-made tests)

6. MATH: Grades 1-12: 50% daily work, 50% tests and quizzes

7. SPECIAL EDUCATION: All Grades: 50% daily work, 50% tests and quizzes

8. KINDERGARTEN: S+, S, S-, U

9. VOCAL MUSIC: Grades K-6: A, B, C, D, F based on established criteria; Grades 7-12: Daily Participation Points

10. PHYSICAL EDUCATION: Kindergarten: S+, S, S-, U; Grades 1-6: A, B, C, D, F based on established criteria. Grades 7-12: 50% Daily, 50% Tests & Quizes

11. ART, LIBRARY, KEYBOARDING: Percentage grades based on established criteria

12. BAND: Grades 5-6: S, S+, S-, U; Grades 7-12 Daily Participation Points

SEMESTER TESTING POLICY (specific to RCHS)

 All students in grades 9-12 are required to take semester assessments at the end of each semester.

INCOMPLETES

 One week will be allowed for making up incomplete grades at the end of each quarter in cases other than those related to illness. In cases involving incomplete work due to illness, students shall have two days to make up incomplete work for each day of absence. Any student receiving an incomplete at the end of the first semester must have all work completed no later than the end of the first week of the second semester. At this time the teacher will figure the grade based on the work completed. There will be no incompletes at the conclusion of the second semester.

FAILING LIST-SPECIFIC TO GRADES 7-12/EXTRA-CURRICULAR ACTIVITIES

 All students must meet certain academic standards to be eligible for activities. Weekly eligibility requirements will commence at the beginning of the third week of every quarter.

 Faculty members are responsible for submitting grades in PowerSchool each week. The failing list will be generated using PowerSchool after 8:30 a.m. on Friday or after 8:30 a.m. on the last day of school that week. Parents and guardians of those students placed on the failing list will be notified by letter. Students will be notified by the teacher and activity sponsors also on Friday or the last day of school that week. The student will become ineligible on the following Monday and remain ineligible for 7 days. Students shall remain on the failing list until they are passing. Students whose name appears on the failing list in one subject will have a one-week grace period to get their name off the failing list. If their name remains on the list for two consecutive weeks that student shall not be eligible for any activities until they are no longer on the failing list. Students that are failing two or more subjects at the same time will be ineligible immediately. The only exception to this rule is the student will be allowed to participate if the student receives a grade for the activity. No student/athlete will be allowed to suit up with the team or travel with the team if the transportation bus leaves before the end of the regular school day if they are academically ineligible.

 It is the student's responsibility to meet with the staff member of the class they are failing to get additional help. The student should meet with the staff member to set up a time that is acceptable to both parties.

 In the event that we have a shortened week due to inclement weather or other unforeseen circumstances, the previous week’s failing list will be used.

REPORT OF SCHOOL WORK

 Parents will be notified by mail if a student is failing a course. Staff members are to report to parents any significant change in student work (i.e. raising or lowering of one letter grade.) Parents are urged to call or visit at any time regarding the progress of their students.

HONOR ROLL

 A student must have a 92.00% average without rounding up and with no grade lower than an 86.00 % in order to qualify for the Honor Roll at Rock County High School. Students in grades 5-8 qualify for the Honor Roll by having all A’s and B’s. The Principal’s List for grades 5-8 is all A’s. The Honor Roll and Principal’s listing will be published in the Rock County Leader and KBRB radio at the end of each quarter.

PERFECT ATTENDANCE

 Perfect Attendance Rosters will be published in the paper at the end of each quarter recognizing those who have been neither absent nor tardy.

SCHOLASTIC LETTERS

 A student must rank in the upper 15% of their class or maintain a 94.00% average for the first three quarters of the current year to receive a scholastic letter and must have been enrolled as a Rock County High School student for all four quarters of the current year.

VALEDICTORIAN/SALUTATORIAN SELECTION

 The Valedictorian and Salutatorian will be figured on May 1st of their senior year.

NATIONAL HONOR SOCIETY

 Seniors, juniors and sophomores are eligible for membership in the National Honor Society. They must meet a scholastic requirement of a semester cumulative grade point average of 92.00 % or above. Those eligible and wishing to apply must fill out a student activity information form.

 Completion of the form does not guarantee selection. Final selection for membership will be made by a faculty council, basing their selections on the completed forms.

PARENT-TEACHER CONFERENCES

 Parent-teacher conferences will be scheduled several times throughout the year. Parents and/or guardians are encouraged to attend these conferences to pick up report cards and meet with the teachers. If you cannot attend on that date, arrangements may be made with the Principal for another date. If a parent wishes to hold a conference with a teacher at any time throughout the year, the teacher should be contacted to arrange a mutually agreeable time outside regular class hours.

RETENTION

 A student will be retained only after agreement that this is in the best interest of the child. Those having input in this decision are the teacher, the parents, and the principal. If a teacher feels a child would benefit by retention, the teacher should contact the parents as soon as possible to arrange a conference to explain that retention is a possibility, as well as the reasons for recommending retention. Total cooperation from everyone involved in the decision is necessary, and the best interests of the child must be the primary factor in the decision.

TESTING PROGRAMS

 Achievement tests will be administered in the fall and spring of each year. To comply with Title I regulations, all students will be tested. State assessments will be in the spring as prescribed by state regulations.

 Psychological testing is conducted through ESU # 17. Requests for such testing may originate by the principal, parents, or teachers. Parental permission must be obtained for administration of the tests.

SCHOOL PROGRAMS

 School programs are considered to be a part of the regular curriculum. Thus, students must attend all programs which they are to participate in unless they are excused from participating due to:

1. Illness

2. Severe weather

3. Death in the family

4. Assisting parents when absolutely necessary

5. Accompanying parents in emergency or vital situations

6. Appointments with doctors

UNIFORM RULES IN THE CLASSROOM

* Students are to report to class on time with proper materials.
* No sunflower seeds, candy or pop will be allowed in the classroom. Water or sports drinks will be allowed in the classroom.
* Seating or seating charts are up to each individual classroom teacher.
* Students are not to sit on the desktops or have their feet on the desks.
* Students are not allowed to wear caps or hats in the building.
* Students may not play cards in the classroom.
* Cell phones are prohibited in the classrooms and between classes.
* Gaming or social media on the devices during class time will not be allowed without specific instructions/permission from the classroom teacher.

7-12 GRADE ACADEMIC POLICY

 The Rock County Public Schools Board of Education believes that academic achievement is important at every grade level. In the absence of credit requirements set forth by the Nebraska Department of Education for students in in grades 7 & 8, and in an effort to address academic achievement for students in grades 9-12, the local board of education will require a one hour mandatory Monday thru Thursday study hall after school. This study hall requires any student in grades 7-12 whose name appears on the weekly ineligible list to attend. On days in which early dismissals are scheduled and Fridays there will be no study hall available. A certificated teacher will be assigned to assist students with their work during this study hall. The mandatory attendance requirement may be temporarily waived if a parent/guardian contacts the administration with a credible reason. The administration may also waive the mandatory attendance for an unusual or unforeseen circumstance. Students choosing not to attend will be subject to further disciplinary action.

ALGEBRA-8TH GRADE REQUIREMENTS

Eighth grade students are allowed to enroll in and receive high school credit for Algebra I. The course contents and requirement for this Algebra I course must be equivalent to the Algebra I course offered in the high school.

The pre-requisite for admittance into Algebra I for eighth grade students is achievement on ONE of the following per the criteria listed:

* Spring Math MAP RIT score of 245 or higher
* 7th Grade math average of 91% or higher for the year

**Summary of the School Immunization Rules & Regulations**

**2016-2017**

 **Student Age Group Required Vaccines**

|  |  |
| --- | --- |
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider  | * 4 doses of DTaP, DTP, or DT vaccine,
* 3 doses of Polio vaccine,
* 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
* 3 doses of pediatric Hepatitis B vaccine,
* 1 dose of MMR or MMRV given on or after 12 months of age,
* 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
* 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
 |
| Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students  | * 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,
* 3 doses of Polio vaccine,
* 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
* 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,
* 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
 |
| Students entering 7th Grade  | * Must be current with the above vaccinations

AND receive* 1 dose of Tdap (must contain Pertussis booster)
 |

\*\*Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

 Students not immunized may be excluded from school in the event of a disease outbreak

**State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

The Rock County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

**Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

|  |  |  |
| --- | --- | --- |
| Law, Policy or Program | Issue or Concern  | Coordinator |
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment  | Thomas BeckerSuperintendent |
| Title IX | Discrimination or harassment based on sex; gender equity  | Thomas BeckerSuperintendent |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Thomas BeckerSuperintendent |
| Homeless student laws | Children who are homeless | Thomas BeckerSuperintendent |
| Safe and Drug Free Schools and Communities  | Safe and drug free schools | Thomas BeckerSuperintendent |

The Coordinator may be contacted at: Rock County Public Schools, P.O. Box 448, Bassett, NE 68714, 402-683-3411.

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Rock County Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Rock County Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school’s programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of [Name] Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

1. **Multicultural Policy**

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

1. **Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.

 2. Have the school district advise you of your rights under federal law.

 3. Receive notice with respect to identification, evaluation or placement of your child.

 4. Have your child receive a free appropriate public education.

5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.

6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.

9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.

10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)

 11. File a local grievance.

**Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

**Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s date of birth and place of birth;
6. Student’s extra-curricular participation;
7. Student’s achievement awards or honors;
8. Student’s weight and height if a member of an athletic team;
9. Student’s photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent’s office to indicate your refusal to have your child’s information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Rock County Sheriff Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

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

**Section 8 Notice Concerning Staff Qualifications**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Section 9 Student Privacy Protection Policy**

It is the policy of Rock County Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

* The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
* Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
* Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

 1. Political affiliations or beliefs of the student or the student’s parent;

 2. Mental or psychological problems of the student or the student’s parent;

 3. Sex behavior or attitudes;

 4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Critical appraisals of other individuals with whom the student has close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Section 10 Parental Involvement Policies**

A. General - Parental/Community Involvement in Schools:

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.

2. Parents are encouraged to support the implementation of district policies and regulations.

3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.

4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.

5. Parents are provided access to records of students according to law and school policy.

6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.

7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.

8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with board members, administrators and staff.

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

The District’s Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District’s Title I plan and the processes of school review and school improvement.

2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

 3. Building the schools’ and parents’ capacity for strong parental involvement.

4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

 6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.

2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District’s parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Such compact shall: (1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (ii) frequent reports to parents on their children’s progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District’s Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

**Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

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

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child’s “school of origin” and the “best interests” of the child. The “school of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District’s determination of the child’s best interests, and shall be at either: (1) the child’s school of origin for the duration of the child’s homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child’s parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child’s parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;

2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;

3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child’s school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Section 12 Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture’s required nondiscrimination statement:

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, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.

2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.

3. Agrees to provide these benefits to any child whose family’s income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.

4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.

5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

* A publicly-announced, simple method for making an oral or written request for a hearing.
* An opportunity to be assisted or represented by an attorney or other person.
* An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
* Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
* An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
* An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
* The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
* The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

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

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

 ● Eligibility criteria for free and reduced meals

 ● Parent letter and application

 ● Public release

 ● Collection procedure

SERVICES

 GUIDANCE AND COUNSELING

 The purpose of the counseling and guidance services at RCPS is to assist students in planning for their future as well as dealing with present issues. If you should ever have a problem of any type, such as difficulty with classes, adjusting to high school, questions about procedures, career and college planning, etc., contact the counselor.

LIBRARY GUIDELINES

  Library materials that are checked out for special class projects are due the day projects are due and have a .25¢ fine per day fine if not returned on that date.   Encyclopedias, other reference materials and new magazines are checked out for overnight use.  These must be returned or renewed before 10:00 the next morning or a .25¢ fine per day will be assessed.   Other books have a two week check out period and are fined .10¢ per day.  Any overdue library materials must be returned or renewed before checking any further materials out.  Lost books and other library materials will be charged to the student at replacement cost.  Fines for damaged library materials shall be at the discretion of the staff.

 SPECIFIC TO BASSETT GRADE SCHOOL: Accelerated Reader (AR) books have a four-week check out period.  If an AR book is not returned by the due date a .10¢ cent fine per day will be assessed. Students in grades K-2 check out library books for one week.  Students in Grades 3-6 may check out library books for two weeks and renew them for an additional two weeks.  New magazines are checked out overnight.    Encyclopedias and other reference books may be checked out for the day from the library.  If necessary, the librarian may extend the time limits for checking out materials.   Lost books and other library materials will be charged to the student at replacement cost.  Fines for damaged library materials shall be at the discretion of the staff.

LUNCH PROCEDURES

 SPECIFIC TO ROCK COUNTY HIGH SCHOOL: Students are allowed a 27-minute lunch period each day. Students may eat the hot lunch provided, bring a lunch, or walk off campus to eat. Food is only to be consumed in the multipurpose room. Students are not to be in their cars during the lunch period, whether on or off campus.

 Lunch count will be taken during first period class. If a student indicates to their teacher that they will be eating they have purchased the meal at that time, whether they stay to eat it or not. Conversely, if they have not indicated they are eating they should not expect to eat.

 Hot lunch price for students in grades 7-12 are $2.65. Breakfast price for students in grades 7-12 are $1.40. Students may purchase as many meals at a time as they wish.

 Students are given a warning in the daily bulletin when they are down to their last meal. Students will be given credit for one meal only after a call to their parents.

 Because all students do not have the same eating habits we offer several eating options. Students may eat the regular meal or may select the salad bar. Students may pay full price for a second meal or pay $.75 for a second entree. These prices also apply to free and reduced students. Bread, peanut butter, beverages, etc. are made available on a self-serve basis. These items are only for those people who have purchased a meal.

SPECIFIC TO BASSETT GRADE SCHOOL: The bell for lunch dismissal will ring at 11:25. Students who go home for lunch are to leave at that time upon dismissal and should not return to the playground before 11:50. Those who bring their lunches and those eating the lunch provided by the school will follow the procedure established for lunches at school. Students who bring their lunches are to eat at school unless they have a note from their parent explaining where they are to eat. All students are to remain quiet in the lunch room.

 Students will remain in the lunch room until the supervising teacher dismisses them to the playground or the classroom. Students may remain in the building at a teacher's request or at a parent's request for medical reasons. Otherwise, students are expected to spend their free noon time outside. If the teachers responsible for lunch duty decide that the weather is too bad, all students will remain inside.

 Students who eat lunch at school are not to leave the school grounds without WRITTEN permission from their parents.

 Lunch and breakfast are available to students in grade K-6. A letter explaining the lunch program will be mailed to all families prior to the first day of school. The price of the lunches will be indicated in the letter, and an application for free or reduced-price lunches will be attached to the letter.

 Parents are asked to notify the school if their child/children will be leaving school grounds for lunch. Please call or send a note.

MILK PROGRAM

 Milk is offered on a daily basis to students. Time will be provided in the morning for a milk break. Students who bring their lunch to school also may purchase milk for lunch time. A letter explaining the milk program for the current school year will be distributed to all students on the first day of school. The price of the milk will be indicated in the letter.

ASSEMBLY PROGRAMS

 Periodically RCPS will provide opportunities for students to broaden themselves through assembly programs. Be courteous to the speaker or entertainers and to your fellow students by being quiet before as well as after the entertainment begins.

SCHOOL PICTURES

 Pictures are taken annually for the purpose of having a photograph of each student to print in the annual; and to have a photograph to place on each student's permanent record card. No hats will be permitted.

 The only retakes considered or permitted will be because of defective film. The school does not guarantee satisfaction.

TITLE I

 The Title I Reading and Math programs are designed to supplement the regular classroom instruction. Bassett Grade School is a school wide Title 1 program. All students are eligible for help any time it is needed. Classroom teachers will advise the Title 1 teacher and children may be helped within the classroom or pulled out for short periods of time for individual or group help.

SPECIAL EDUCATION

 Local school districts in Nebraska must provide special education for children between birth and 21 years of age who have one or more of the following verified handicapping conditions: visual, speech, acoustical, orthopedic, emotionally disturbed, specific learning disabilities, mental retardation, or educable mentally handicapped. If you suspect that your child is eligible for special help and he/she is not currently receiving special education, please contact Rock County Public Schools.

 A special education program is offered for students with identified handicapping condition, based upon a psychological evaluation. The request to provide special education services to a student may originate from the student's teacher or from the parents or guardian of the student. In either case, the permission of the parent or guardian must be obtained in writing before the student is evaluated and initially placed in the program.

NO CHILD LEFT BEHIND ACT

 The No child Left Behind Act says parents have the right to request the following information on the professional qualifications of their children’s teachers:

* Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;
* Whether the teacher has an emergency or provisional license;
* What degrees the teacher holds and the field of discipline of his or her certification or degree; and
* Whether the child is being provided services by paraprofessionals and, if so, their qualifications.

GENERAL PROCEDURES

LOCKERS

 SPECIFIC TO RCHS: Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. If students wish to have a lock they may provide their own. Students are to give the office an extra key or combination to that lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students are responsible for money or valuables kept in their lockers. Students will not be allowed to have anything on the front of their lockers unless it is approved by the administration. Students may be assessed a fine for damage to lockers.

Searches of Lockers and Other Types of Searches

 Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

STUDENT VALUABLES

 Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student’s property will not be subject to loss, theft, or damage.

VISITORS

 All visitors to school must report to the office before proceeding to their destination. Classes will not be interrupted except in cases of emergency. Anyone who is not the parent or guardian of a student, but wishes to speak with a student, must demonstrate that the student’s parent or guardian has given them permission to confer with the student. Under no circumstance will a student be allowed to leave school with a visitor who has not been cleared by the student’s parents or guardian through the school office.

 Parents are encouraged to visit school to gain first-hand knowledge of the educational experiences of their child. Parents are asked to notify the school prior to visiting.

 Because it causes a disruption in the regular classroom situation, children from other schools will not be allowed to visit school, unless the child will be enrolling in the school in the immediate future. Such visitations will be limited to one day. The school will not be a babysitting service for children who are on a vacation or visiting relatives.

VEHICLES AND PARKING

SPECIFIC TO RCHS: All students bringing vehicles to school are required to park on the asphalt area to the west of the building and in the rocked area south of the building. Students should not park on the north side of the building or in the red no parking zones. Vehicles may only be moved from the parking areas during the school day with authorization from the administration. Students are not allowed to enter their vehicle during the school day without permission from the administration. Persons violating parking regulations or driving recklessly on school grounds may lose parking privileges. DO NOT PARK EAST OF YELLOW POLES - TRUCK UNLOADING AND ETC.

TELEPHONE USE

 Messages or phone calls to students will be taken so the student can return the call. Students are not to use any business phones except the phone in the office with permission of the Administration or secretaries. Class will not be interrupted to deliver a phone message or to bring a student to the office to receive a phone call unless it is an emergency.

INJURY OR ILLNESS AT SCHOOL

 In case of injury at school, parents will be notified by phone and instructions requested as to the handling of the situation. If the situation is serious and the parent cannot be reached, the ill or injured child will be taken home, to the hospital, or to the doctor's office by a member of the staff. The Board of Education assumes no responsibility for medical treatment of students. Minor injuries will be treated as much as possible at school. If there is any question about the physical condition of the student, parents will be notified.

 School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child’s condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

 Please include emergency daytime phone numbers on your child’s enrollment form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student’s success in the classroom and/or safety at school.

 Prescription medication will not be administered by school personnel without the written permission of the parent(s)/guardian. Medication must be in the original prescription container that clearly describes the dosage and intervals, and will be maintained in the office of the principal or secretary. The medication will be administered by the designated school staff member, who will record when medications are taken and will notify the parents of any adverse reaction. Non-aspirin pain reliever will be administered to students after a call to the parent for the parent's approval.

RECESS

 Each individual classroom teacher will determine a break and recess schedule. Students who have recess outside are under the supervision of the homeroom teacher. The noon recess will be supervised by staff members assigned to noon duty for the day. Because of the potential for accidents, students should be cautious to avoid rough play and activities which could result in serious injuries. Activities which entail intentional violent contact, such as tackle football and war ball, are not allowed. Use of skate boards, scooters, roller skates and roller blades are discouraged at all times and not allowed at all at noon recess.

PARTIES

 Classroom parties are to be kept to a minimum. Parties will be held throughout the school at Christmas time. Parties on any other day must be approved by the principal. Student birthday parties will not be held. However, students wishing to bring treats for the class may do so, as long as treats are brought for every member of the class.

STUDENT TRANSPORTATION

 Since the Rock County Public Schools does not provide school bus transportation, parents or guardians of students grades K-8 who live more than four miles from school are reimbursed as provided in Section 79-611, Nebraska School Law, for resident students, and as provided in Section 79-241, Nebraska School Law, for option enrollment students who qualify for free lunches.

 The school district will provide bus service to athletic events. Team members, coaches and sponsors will ride the bus to games.

CARE OF SCHOOL PROPERTY

* Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
* Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
* School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.
* Students must pay all fines before they can receive school publications and final grades.
* Fines are determined on books according to the following criteria:

|  |  |
| --- | --- |
| Lost Book: | Replacement cost |
| Missing one or both covers: | Same as lost book |
| Loose Cover: | $1.00 |
| Missing Page: | 50 cents per page (up to replacement cost) |
| Torn Page: | 20 cents per page (up to replacement cost) |
| Marks that cannot be erased: | 20 cents per mark (up to replacement cost) |

FIRE DRILLS

 A minimum of 10 fire drills will be conducted during the school year to acquaint students with emergency exits. Rules will be posted in each classroom.

SEVERE WEATHER

 Rules for severe storms will be posted in each classroom, along with fire drill information. School closings will be announced through our telephone program SchoolMessenger, KBRB, KBRX radio stations, NTV and Channel 10/11 on television.

INTRUDER IN THE BUILDING

 Emergency procedures are in place to ensure the safety of staff and students.

PUBLIC COMPLAINTS

 The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

* 1. Complaint procedure

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

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

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

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

 2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step shall be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

VIDEO SURVEILLANCE

 The Board of Education has authorized the use of video cameras on School District property and school transportation to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

 Notice is hereby given that video surveillance may occur on District property and school transportation. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

FIELD TRIPS

 All field trips must be approved by the principal or superintendent. Permission forms signed by a student's parent or guardian must be obtained before a student may participate in a field trip. All school rules apply for field trips, and students who do not abide by school policies, rules, and rules established for the trip will be disciplined by the teacher and/or the principal.

DANGEROUS ITEMS

 Students are not to bring dangerous items to school. Such items include, but are not limited to: guns, knives, firecrackers, and weapons of any kind. Such items will be confiscated. The student bringing such items to school is subject to long-term suspension/expulsion, and the items may be turned over to law enforcement agencies for further action.

STUDENT REGULATIONS AND RIGHTS

ATTENDANCE POLICY AND STUDENT ABSENCES

 Nebraska School law requires attendance at school for all students each day that school is in session. The responsibility for seeing that a child is in school is placed, by law, upon parents or guardians. Excessive absences are probably the most common reason for failing grades. No student can expect to make passing marks if he/she has been absent an unreasonable number of days or he/she is tardy excessively.

 The Board of Education believes it is the shared responsibility of the parent or guardian, the student and the school to establish and maintain desirable habits of punctuality and attendance. Parents cannot excuse students from school. They can only give the reason for the absence.

 When a student is absent from school for a day or any part of a day, the parent should phone the school by 9:00 a.m. This procedure will help insure that your child reaches school safely and will be sufficient notification for school’s absence records.

 Upon returning to school, those students whose parents have not called regarding their absence should present a written excuse to the office. Any student returning to school without a written excuse or previous phone contact from the parents/guardian will be asked to call their parent/guardian for verification of their absences.

 Students must get an admit slip upon returning to school or they will be considered absent. The admit slip, filled out and signed by teachers, must be returned to the office within the specified time and with all appropriate signatures. Failure to return the admit slip to the office will result in detention time being assigned.

 All students must check in at the office upon returning to school.

Student Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. **Attendance and Absences**.

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

(1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),

(2) Illness which causes a student to be absent from school,

(3) Doctor or dental appointment which require student to be absent from school,

(4) Court appearances that are required by a court order,

(5) School sponsored activities which require students to be absent from school,

(6) Family trips in which student accompanies parent(s)/legal guardian(s), and

(7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student’s number of other absences, the student’s academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

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

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

**Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.**

1. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child’s parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is: participating in an education program that the parent or guardian believes will prepare the child to

enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child’s seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent’s designee shall set a time and place for an exit interview if the child is enrolled in Rock County Public Schools or resides in Rock County Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

* The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
* the person who has legal or actual charge or control of the child who requested the exit interview;
* the Superintendent or Superintendent's designee;
* the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
* any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

* financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child, or
* an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent’s designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

* the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
* the Superintendent or Superintendent’s designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent’s designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child’s parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.

c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

6. Reporting Excessive Absenteeism to the County Attorney.

* 1. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
	2. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student’s excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child’s attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
	3. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.
1. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

CATEGORIES OF ABSENCES

 If a student is absent, a telephone call or a note from the parents is required by 9:00 a.m. that day. Students will obtain an admit slip from the secretary and will be responsible for asking teachers for make-up work. Teachers filling out admit slips will use admit slips as a way of notification of the work to be completed. It is the responsibility of the student to ask teachers to fill out and sign admit slips.

COLLEGE VISITATION

 Students will be allowed two absences during their junior year and two absences during their senior year beyond the ten allowed all students, for the purpose of visiting post-secondary education institutions. Students wishing to use this privilege need to pick up a college visitation slip from the counselor and a make-up slip from the office.

TARDINESS AND GENERAL POLICY STATEMENTS

 Seven total tardies will be allowed per semester. After that one half hour will be made up for each tardy. Students will make up the eighth tardy and each subsequent tardy, the day it occurs, or secure permission from the administration to make up the detention no later than the next day. Students must bring something to study or read to detention. No talking, pop, or food will be allowed in detention.

 For all special absences, the sponsor of the activity will put a list of each student to be gone in each teacher’s mailbox. All work will be made up prior to leaving for any activities. Students will be responsible for getting a make-up slip from their activity sponsors. Students will make up the work and have the teacher’s signature for each class they will miss prior to leaving for any activities. Make up slips will be handed to the activity sponsor prior to leaving for an activity, if not signed; students will not be allowed to go on the activity.

 Students who wish to participate in school-sponsored practice or scheduled activities must attend school for a minimum of ½ day (4 periods) to be eligible to participate in the activity. The administration retains the right to grant participation in exceptional circumstances.

 Students who become ill must gain permission of the school secretary or administration to check out at the office. Students leaving school for any other acceptable reason must be cleared, in advance, by a telephone call or note from the parents and check out at the office. If returning to school for part of a day after being ill, the student must check in at the office to pick up a make-up slip. A student may not participate in any school activity on that day.

STUDENT CONDUCT

 The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and

implement age-appropriate student codes of conduct to facilitate the educational process.

 Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

 Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

 This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

 The code of conduct will be included in the student handbook, and a parent/guardian will sign and promptly return an acknowledgement of receipt of the handbook, which specifically mentions the student code of conduct.

BULLYING POLICY

 The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school’s learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events. Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district’s student discipline and due process procedures. It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

UNAUTHORIZED COLLECTION OF MONEY BY STUDENTS

 Any collection of money or attempted collection of money by any student from another student which is not authorized by the administration or class or activity sponsor as a legitimate fund raiser (forms required) or by a class or activity sponsor for class or organizational dues will be considered an act of intimidation or coercion and will result in a minimum penalty of three days of suspension from school up to the maximum penalty of expulsion.

SOCIAL NETWORKING

 Social networking is a valuable educational tool; therefore, your child’s directory information may appear on school social networking sites (Facebook, school website, blogs, podcasts, etc.) developed by the school or classroom teacher for educational purposes.

ATTIRE AND GROOMING

 All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

 The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

1. Shorts of a length which is such that it poses a disruption to the environment of the school.
2. Tank tops which do not have straps which are at least two (2) inches in width.
3. Tops which have spaghetti type straps.
4. Body piercing of all visible body parts except the ear.
5. Pants or shorts which are worn below the waist.
6. Pants which drag on the floor when worn.
7. School dress which exposes undergarments such as sports bras, underwear, etc.
8. Articles which are unwashed and inappropriately soiled.
9. Articles displaying indecent writing, pictures, or slogans.
10. Articles which could cause damage to other individual property; Example: cleats on shoes.
11. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard will be removed upon request.
12. Headwear, such as caps/hats/bandannas, may not be worn in school buildings during the school day.
13. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco or sexual acts.
14. Clothing with tears or holes that expose underclothes are not acceptable.

The school dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. On first offense of a dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion). (July 2006)

NO PHYSICAL CONTACT

 Inappropriate signs of emotion will not be allowed in school. (Holding hands, touching, hugging and etc.)

DATING VIOLENCE

 Rock County Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

 For purposes of this policy “dating violence” means 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. “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.

 Incidents of dating violence involving students at school will be addressed as the administration determines appropriate within the scope and subject to the limits of the District’s authority.

 Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

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

ELECTRONIC DEVICES (EXCLUDING DISTRICT ISSUED IPADS/LAPTOPS)

a. Philosophy and Purpose. Rock County Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. “Electronic devices,” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

 (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

 (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

 (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

 (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

 d. Violations

 (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

 (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

 (3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, detention, and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the school’s main office and retrieves the electronic device at the time the student is leaving school for the day.

 (4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, detention, and a conference between the student and the student’s parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

 (5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, detention, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

 (6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

e. Responsibility for Electronic Devices

 Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Internet Safety and Acceptable Use Policy

1. Internet Safety Policy

It is the policy of Rock County Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, less, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
7. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

1. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
2. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

* 1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
	2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District’s mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one’s own private consulting business.

* 1. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
	2. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
		+ 1. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
			2. Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
			3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
			4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
			5. Users shall not copy, change, or transfer any software without permission from the network administrators.
			6. Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
			7. Users shall not engage in any form of vandalism of the technology resources.
			8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
	3. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
		+ 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
			2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
			3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
			4. to engage in or promote violations of student conduct rules.
			5. to engage in illegal activity, such as gambling.
			6. in a manner contrary to copyright laws.
			7. in a manner contrary to software licenses.
1. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
2. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

1. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
2. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

STUDENT DISCIPLINE

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is expelled, the student shall not be permitted on school grounds without specific administrator approval.

1. Short-Term Suspension

a. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

(1) Conduct constituting grounds for expulsion as hereinafter set forth; or

(2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

b. The following process will apply to short-term suspension:

(1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

(2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

(3) The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.

(4) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

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

3. Expulsion

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

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

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

d. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

(1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

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

(3) Sexual assault or attempting to sexually assault any person.

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

(5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.

(6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

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

(8) Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.

(9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

(10) Truancy or failure to attend assigned classes or assigned activities.

(11) Tardiness to school, assigned classes or assigned activities.

(12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

(13) Public indecency.

(14) Repeated violation of any of the school rules.

(15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.

(16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.

(17) Willfully violating the behavioral expectations for those students riding the District’s buses or other vehicles.

b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

(1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

(2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon,

shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

e. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the student brings such to school under the following conditions:

(1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.

(2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.

(3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.

(4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

(5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

5. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.

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

c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

(1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.

(2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.

(3) A statement explaining the student's right to a hearing.

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

(5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.

d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.

f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Hearing Procedure:

a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.

f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student’s own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

 A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

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

i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

B. Special Education - Discipline Actions for Special Education Students

Additional procedures related to discipline of special education students are provided for in the special education policies.

C. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;

2. Protection of other students or property from the student;

3. Removal of the student from a situation that endangers the student, other persons, or property.

D. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

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

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.

(b) Aggravated or felonious assault.

(c) Vandalism resulting in significant property damage.

(d) Theft of school or personal property of a significant nature.

(e) Automobile accident.

(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

BUILDING ENTRY AND MOVEMENT

 Students involved in special activities before 8:00 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

 During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

 Any student wishing to leave the school building or grounds during regular school hours must have the permission of the principal. When the student returns to school, he or she must inform the principal. Students who leave the building or grounds without permission are subject to disciplinary action. When the principal is unavailable, permission must be obtained from the classroom teacher.

HALLWAY BEHAVIOR

 All students are to practice courteous behavior in the hallways. Loud noises, talking, pushing, and all kinds of misbehavior are distracting to students in classrooms, and such conduct cannot be tolerated.

RESPECT FOR PERSONS AND PROPERTY

 Students are expected to exhibit responsibility by showing respect for persons and property.

Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

TOBACCO/ALCOHOL AND OTHER DRUG

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District’s policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district. (July 2006)

STUDENT OR PARENT ACCESS TO FILES

 Student files will be available for students or parents to see but will remain in the school office while being observed. No information will be sent to any school, company, or person without permission from parent or student. No student may look at any file but his own.

STUDENT ACTIVITIES

 Procedures covering the conduct of participants in activities that are sponsored by Rock County Public School are found in this Handbook. Students and Parents must sign acknowledgement sheets in order to participate in any activities.

PROM

 Prom rules will be discussed at the board meeting one month prior to Prom.

FACIAL PIERCING

 Students enrolled in Rock County Public Schools will not be permitted to attend school or school sponsored activities with any facial piercing with jewelry, including the tongue, except for the ear. This will, however, include any items that are deemed offensive and/or distracting to the learning environment including the ear.

TATOO

 Tattoos which are not offensive may be visible while the student is on school property or at practices or representing RCPS in activities, provided that all other dress code rules are followed.

STUDENT FEE POLICY

 The Rock County Public School Board of Education acknowledges that the public Elementary and Secondary Student Fee Authorization Act authorities school districts to charge student fees. Further, the board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents and or guardians. In order to provide that district’s students and their parents and or guardians with guidance regarding the district’s position on student fees, the board of education enacts the following Student Fee Policy. “It is the intent of the board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.”

DEFINITONS

 “Extracurricular activities” means students’ activities or organizations which are supervised or administered by the school district; which does not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.

 “Post-secondary school education costs” mean tuition and other fees associated with obtaining high credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

FEES AUTHORIZED

 Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students, or require students to provide specialized equipment or specialized attire for any of the following purposes.

 1. Participation in extracurricular activities.

 2. Admission fees and transportation charges from spectators attending extracurricular activities.

 3. Post-secondary education costs.

 4. Transportation pursuant to Neb. Rev. Stat 79-241, 79-605, and 79-611.

 5. Copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104.

 6. Reimbursement to the district for school district property lost or damaged by the student.

 7. Before-and-after school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. 79-104.

 8. Summer school or night school.

 9. Breakfast and lunch program.

10. Any other fee authorized by law.

PERSONAL OR CONSUMBALE ITEMS

 The district shall require students to furnish minor personal or consumable items for specified courses an activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, and similar personal or consumable items.

NON-SPECIALIZED ATTIRE (CLOTHING)

 Students shall be required to furnish and wear the following non-specialized attire meeting the following general written guidelines for the specified course and activities.

 \*Physical Education: As required by sponsor.

COURSE PROJECT MATERIALS

 Students shall be required to furnish the following materials for the following course projects which become the property of the students upon completion:

 \* Welding: Metal

 \* Woodworking: Wood and Hardware

MUSICAL INSTRUMENTS AND ACTIVITIES

 Students shall not be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities. However, the district shall not be obligated to provide a particular type of musical instrument for any student.

The following music courses are extracurricular activities:

Instrumental music/Vocal Music

No fee shall be charged for musical instruments, specialized attire and other specialized equipment.

NON-MUSIC EXTRACURRICULAR ACTIVITES

 Students shall be required to furnish the following specialized equipment or attire for the following non-music extracurricular activities:

Athletic: As required by sponsor.

Drill Team: As required by sponsor.

Speech: Semiformal attire for meets as required.

POST-SECONDARY EDUCATION

 Students shall be required to pay the following fees for post-secondary education:

Tuition and Fees

TRANSPORTATION COST

 Pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611, students shall be required to pay the following transportation costs.

None

STUDENT RECORD COPY CHARGES

 No fee shall be charged to students, their parents(s) and/or their guardian(s) for copies of a student’s files or records provided to Neb. Rev. Stat. 79-2, 104.

BEFORE AND AFTER SCHOOL/PRE KINDERGARTEN

 The district does not currently offer before-and-after school or pre-kindergarten services offered by the district pursuant to Neb. Re. Stat. 79-1104.

SUMMER AND NIGHT SCHOOL

 The following is a schedule of fees required for participating in summer school and night school.

Tuition and fees

Books

BREAKFAST AND LUNCH PROGRAM

 The following is a schedule of fees required for any breakfast and lunch program offered at the district:

 \* RCHS Lunch: $2.65 per meal \*\*RCHS Breakfast: $1.40

 \*ELEM. Lunch: $2.45 per meal \*\*ELEM. Breakfast: $1.30

OTHER ITEMS

 Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

DRIVERS EDUCATION

 A schedule of fees will be determined annually in accordance with the business that provides the service.

GRADUATION ITEMS

 The following is a schedule of fees required for materials associated with graduation:

None

PUBLIC HEARING

 On or before August 1, of the current year, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law.

STUDENT FEE FUND

 The district hereby establishes a student fee fund. The student fee fund shall be comprised o all money collected from students from, (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school. No money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

FEE WAIVER

 Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free and reduced-price lunches under the United States Department of Agriculture Child Nutrition Programs. Participation in extracurricular activities, admission fees and transportation charges for spectators attending extracurricular activities, specialized equipment or specialized for participation in extracurricular activities, “Course Project Materials” as provided in paragraph E, musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

PENALITIES

 Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Student shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

FUND-RAISING

 Students may be required to partake in fund-raising activities in order to participate in extracurricular activates. If fund-raising is required for a particular extracurricular activity, any student participation in said activity shall be expected and required to participate equally and share equally in whatever funds are raised.

SEVERABILITY CLAUSE

 If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

LUGGAGE CHECK

 Sponsors of overnight trips are required to check luggage before departing on a school sponsored activity.

BICYCLES

 To prevent accidents, students will park their bicycles in the bicycle racks immediately upon arrival at school. Bicycles are not to be ridden across or on the school grounds at any time during the school day. Bicycles are not to be removed from the racks until the students are dismissed from school.

PARTICIPATION IN PHYSICAL EDUCATION

 Physical education is a part of the regular curriculum at Rock County Public Schools and students are expected to participate fully unless medical problems prevent them from doing so. To be excused from Physical Education, the student must present the teacher a signed note from home explaining the medical problem. If the student is to be excused from participation for more than two school days, he/she must present a doctor's excuse.

 SPECIFIC TO BASSETT GRADE SCHOOL Each student in grades 5 and 6 is expected to shower after Physical Education unless he/she presents a doctor's note stating a medical reason why the student should not shower.

ADVERTISEMENTS

 All advertisements for dances, activities, etc. must be approved by the superintendent/principal prior to posting the ads in the school. Permission will not be given to post advertisements for commercial enterprises. The ad size is limited to 8 ½” x 11 ", unless a larger size is approved by the superintendent or principal. The ad may be posted at a maximum of four locations in the school.

ACTIVITIES NOT DIRECTLY SPONSORED BY THE SCHOOL

 Any person or group wishing to sponsor an activity at Rock County Public Schools, such as a dance, should contact the superintendent or principal to receive permission. A representative of the faculty must be present at such an activity and that representative shall have complete authority over the activity.

ANNUAL ASBESTOS NOTIFICATION

 In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) 40 CFR §763.84.c and in compliance with the EPA standards, the Rock County Public School District is required to notify parents, teachers, vendors, contractors, staff and other employees each year of the availability of Asbestos Management Plans which documents all performed or planned asbestos related inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities within the school district. A copy of this Asbestos Management Plan is available for your review at the District’s Superintendent’s Office. Users of the District’s buildings, both children and adults, have not and will not be exposed to any level of free and harmful asbestos. Covering, enclosing and/or encapsulation have provided the necessary protection from any possible hazards. An annual surveillance of all school buildings has occurred every year since the original inspection and a completed re-inspection of each school building is completed every three years. The Asbestos Management Plan includes the results of each periodic surveillance and the most recent re-inspection as well as documentation of asbestos related activities. If you would like additional information regarding the District’s Asbestos Management Plan please contact the Designated Asbestos Compliance Coordinator at Rock County Public School District, 402-684-3411.

**REFUSAL FOR RELEASING STUDENT DIRECTORY INFORMATION**

Rock County School District

Parental directions to withhold Student/Directory information, for 20\_\_\_ - 20\_\_\_ school year.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(signature of parent/legal guardian/custodian of child)

This form must be returned to your child’s school no later than September 1st of the current school year.

Additional forms are available in the office.

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Parental directions to withhold student names, addresses and phone numbers from military recruiters and post-secondary educational institutions, for 20\_\_\_ - 20\_\_\_ school year.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(signature of parent/legal guardian/custodian of child)

This form must be returned to your child’s school no later than September 1st of the current school year.

Additional forms are available in the office.

**RCPS ACTIVITIES**

**AND**

**NORTH CENTRAL KNIGHTS ATHLETICS**

**Activity/Athletic Chain of Command**

**At North Central and Rock County Public Schools, the following chain of command is in effect.**

**Activity Sponsor/Coach**

**Activities Director**

**Principal**

**Superintendent**

**If you have any questions or concerns, please first contact the appropriate coach/sponsor.**

**Activity Philosophy**

 The purpose of the extra-curricular program is to provide to the students activities of interest outside the academic or vocational program, to enter into competition with other schools as a team or individual, to develop an appreciation for and knowledge of activities that will be a benefit in later life, and to develop desirable individual, social, civic and ethical characteristics in the participants.

Activity participants should strive to achieve the following objectives:

1. The first objective is that of character building. Each participant should learn the values of sacrifice, honesty, respect, confidence, faith, loyalty, persistence, and humility.
2. Responsibility to the school and community. You automatically assume a leadership role when you are in an extra-curricular activity. The student body and citizens of Rock County and Keya Paha County know you. Your conduct and appearance is judged both in and outside the school setting. Give them high ideals to judge.
3. In competitive situations one objective is the development of sportsmanship. In our society it is important to realize that competition can bring out the best in individuals and products. Our activities should strive to be the best. Compete fairly and according to the rules. Respect the officials and your opponents. When we win it should be with modesty, and when we lose, we should be courteous and humble. Strive for success, but win or lose, make the most of the experience.
4. The last objective is responsibility to yourself. Participants owe it to themselves to get the greatest possible good from their studies, from their school experiences, and from those extra-curricular activities they choose to take part in.

Being a parent is often challenging. This effort and responsibility is complicated by being a parent of students involved in activities. This handbook, with its guidelines and suggestions, should provide you some insight into this responsibility. There are many relationships that are involved in being a parent of a student involved in activities.

**Warning for Participants and Parents**

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

**The Parent-School Relationship:**

Parents are encouraged to attend a meeting and required to sign and return all the required documents prior to the student’s participation in activities and athletics.

**The Player-Coach Relationship:**

The player-coach relationship is perhaps the most critical relationship in athletics. A parent can have a pronounced effect on this very important and delicate relationship. While you may not agree with all decisions of a coach, how and when you express your feelings can have a decided effect upon your child.

If you express a negative opinion in front of your child, you need to remember that he or she will return to practice the next day and may carry with him or her your convictions. Your son or daughter will then have to interact with this coach. You, as the parent, can greatly affect this delicate relationship.

Receiving technical or strategic instruction at home may interfere and conflict with the instructional process at practice sessions and games. This may ultimately impede your son or daughter’s progress and their playing time.

**The Parent-Coach Relationship:**

In your role as a parent, you obviously love and are concerned about your child’s welfare. You want the best for him or her. But an athlete can have only one coach. Allowing the coach to instruct and guide the team is crucial in many respects.

The school has placed the responsibility of coaching with the person they feel is best suited for the position. They intend to support their coaches and encourage you to do likewise.

Should you have any questions or concerns, do not approach the coach immediately at the conclusion of a contest. At this time, coaches have other responsibilities and it may be an emotional time. Call and make an appointment for a later time and approach this meeting in a calm, courteous, and logical manner.

One of the responsibilities which a coach has at the conclusion of a contest is to have a brief meeting with his players. Athletes should not pause to talk to parents or friends immediately after games. These brief meetings are essential to the learning process involved in athletics.

**The Parent-Player Relationship:**

Being positive and supportive is important, but adding pressure and unrealistic expectations can be extremely harmful. Allow your son or daughter to enjoy and grow from this valuable experience. In numerous national studies, it has been determined that most athletes participate for enjoyment or fun. Excessive pressure or expectations can alter this most fundamental reason for playing.

When you do speak with your child after a contest don’t dwell on his or her play, how many points they scored, or if they started. Instead, first ask how the team did? Did you son or daughter play hard, give 100%, and have a good experience?

**Relationship With Officials:**

Officials agree to and follow a code of ethics. They really do not care or have a vested interest in which team emerges as the victor. It is also important to understand that they are a very necessary part of a game. A contest can not be played without them.

So while you may not agree with all of their calls (who does?), please do not harass and taunt them. It is also important to remember that they are in charge of the contest and have complete authority to have unruly spectators removed. In many sports, a team will see the same official several times during a season. Coaches, athletic administrators, and schools often work hard to establish a rapport and good working relationship which can easily be damaged by spectators.

**Responsibilities of an Athlete**

Most coaches would expect an athlete to adhere to the following guidelines:

1. The team’s goals, welfare and success must come before any individual.

2. An athlete needs to consistently attend practice sessions. This also includes weekend and holiday periods.

3. Players must be receptive to coaching.

4. Team members are responsible for all issued uniforms and equipment.

5. Players must agree to and follow the schools training rules.

6. As a member of a team, an athlete must agree to and follow the team rules. Athletes need to remember that they are ambassadors and represent not only themselves, but the coaching staff and the school.

7. If injured, an athlete must report all injuries to the coach.

**Responsibilities of a Coach**

At North Central, a coach has the responsibility for the following:

1. The selection of the squad.

2. The determination of the style of play, including the offensive and defensive philosophy.

3. The teaching and instruction at practice sessions.

4. The determination of who starts and how long an athlete plays in a contest.

5. The decision of who plays in what position.

6. The establishing of team rules.

7. The selection of team captains.

8. The establishing of the requirements to earn a letter.

9. Cooperation with the media.

**Participation on an Athletic Team**

It is important to understand that participation on an athletic team at North Central is a privilege and not a right. Being on and maintaining one’s membership on the team means accepting all the responsibilities of an athlete. However, unlike recreation or intramural teams, equal or guaranteed playing time does not exist. In an effort to win, a coach will use players best suited to the conditions or demands of the contest at that time.

**Practice Sessions and Games**

Practice sessions are normally closed to spectators and there is a very sound reason for this. These sessions are the equivalent of a teacher’s classroom and there is real, quality instruction taking place. Interruptions and interference to an athlete’s concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic setting. Education in any setting cannot be compromised.

Spectators at games, however, are very much encouraged. Positive and nurturing support of teams and athletes can be very helpful to performance in athletic contests.

Following all contests and practices the **athlete** is expected to leave the building and grounds within approximately one-half hour after the conclusion of a contest or practice session. Waiting, lounging or “hanging out” in the lobby area past this point is not permissible.

**Pre-Practice Regulations**

All students must have on file in the office the following forms prior to participation in extra-curricular activities:

 1. Parental consent form.

 2. Medical release form.

 3. Physical (athletes, and student managers)

 4. Parental Handbook Acknowledgement Form

**ELIGIBILITY REQUIREMENTS**

Any student who participates in activities sanctioned by the Nebraska School Activities Association and/or North Central Knights Athletics and/or Rock County Public Schools will meet the eligibility requirements set forth in this manual before they are permitted to participate.

• **ELIGIBILITY POLICY**

All students must meet certain academic standards to be eligible for activities. Weekly eligibility requirements will commence at the beginning of the third week of every quarter for RCPS students and at the beginning of every semester for Keya Paha students.

 Faculty members are responsible for submitting grades in PowerSchool each week. The failing list will be generated at Rock County using PowerSchool after 8:30 a.m. on Friday or after 8:30 a.m. on the last day of school that week. The failing list at Keya Paha will be generated at 4:00 p.m. on Thursday or 4:00 p.m. on the last day of school that week. Parents and guardians of those students placed on the failing list will be notified by letter. Students will be notified by the teacher and activity sponsors also on Friday or the last day of school that week. The student will become ineligible on the following Monday and remain ineligible for 7 days. Students shall remain on the failing list until they are passing. Students whose name appears on the failing list in one subject will have a one-week grace period to get their name off the failing list. If their name remains on the list for two consecutive weeks that student shall not be eligible for any activities until they are no longer on the failing list.

 Students that are failing two or more subjects at the same time will be ineligible immediately. The only exception to this rule is the student will be allowed to participate if the student receives a grade for the activity. No student/athlete will be allowed to suit up with the team or travel with the team if the transportation bus leaves before the end of the regular school day if they are academically ineligible.

 It is the student's responsibility to meet with the staff member of the class they are failing to get additional help. The student should meet with the staff member to set up a time that is acceptable to both parties.

 In the event that we have a shortened week due to inclement weather or other unforeseen circumstances, the previous week’s failing list will be used.

**NSAA POLICY**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

**ATTENDANCE**

Students who wish to participate in school-sponsored practice or scheduled activities must attend school for the half-day (4 periods) to be eligible to participate in the activity. The administration retains the right to grant participation in exceptional circumstances.

* All work will be made up prior to leaving for any activities. Students will be responsible for getting a make-up slip from their activity sponsors. Students will make up the work and have the teacher’s signature for each class they will miss prior to leaving for any activities. Make up slips will be handed to the activity sponsor prior to leaving for an activity, if not signed; students will not be allowed to go on the activity.

**EQUIPMENT**

All equipment will be checked out to individuals at the beginning of the season by the activity sponsor in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the activity in reasonable condition.

It is the responsibility of the participant to check in the equipment at those times the activity sponsor designates at the end of the activity or immediately should they quit an activity. If an athlete fails to check in their equipment at the designated time they can expect to serve detention until such time that all equipment is returned and pay for any unreturned equipment.

At no time should any student wear equipment checked out from the school except for practice and contests. The sponsor of a particular activity may allow wearing of equipment from that activity for special occasions.

**LOCKER ROOM REGULATIONS**

An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. Athletes are always to respect all equipment and supplies. Coaches offices and equipment rooms are off limits to students unless they are instructed to enter these areas. Students are to leave the building after practice by the doors nearest to their locker room and are not to go to other sections of the building.

**PRACTICE REGULATIONS**

There shall be no organized or unorganized practices without a coach or sponsor being present. This includes use of the weight room. Any student using school facilities must be supervised. All students shall be present, and on time, at all scheduled practices and functions for the activity in which they are participating unless they are excused by the activity sponsor. NO Student will be excused from detention because of activity practice. If a student violates the unexcused absence rule, the student may be suspended from that activity for a minimum of ten school days. Second offense may result in suspension from that activity for the remainder of the school year. The student may be required to attend activity practices and functions during the period of suspension.

**CODE OF CONDUCT**

Students participating in activities should be aware that they are, not only representing themselves, but also those groups they belong to, their school and the community in all their actions.

A. Championship Living

Activity participants will always take pride in their dress and appearance. Since participation in activities demands a lot of students, both mentally and physically, participants should always use good judgment in such things as eating habits, rest, and outside interests.

 B. Dress and Hair

Respective activity sponsors can maintain reasonable expectation for squad members in terms of dress and hair.

 C. Practice Regulations

The sponsor must be provided a written or verbal excuse from the participant’s parents when practice is to be missed on a day the participant is in school. Activity participants are expected to attend all practices scheduled by the coach.

 D. Personal Conduct

Activity participants will at all times behave in a manner which is courteous and respectful.

**Sportsmanship**

Since athletics should be educational in nature, it is important that all parents demonstrate good sportsmanship and serve as role models for our athletes and students. Sportsmanship is an overt display of respect for the rules of sport and for all others - players, coaches, officials and fans (*National Federation News,* March 1995, p. 10). It also involves commitment to fair play, ethical behavior, and integrity.

This means:

1. There can be no vulgar or inappropriate language from our fans or spectators.
2. Taunting or trash talking of our opponents and their cheerleaders cannot be tolerated.
3. Spectators cannot leave the bleachers and enter onto the court or field during a contest.
4. Fans should be supportive and positive. Cheering should be done for our team and not against our opponent.
5. We should not impede or interfere with our opponent’s cheerleaders from leading their cheers.
6. In some specific sports such as basketball and volleyball, we should not yell while an opponent takes a foul shot or as a player attempts to serve.
7. Fans that leave the stands to direct cheers may often cause or lead to confrontations with the opponents.
8. As a parent, please set a positive example for our students and athletes.

**If** you see or hear something which is inappropriate, please help us by saying something to the offending individual. Remember, that purchasing a ticket provides you with the opportunity and privilege to watch a contest, it is not a license to verbally assault others or to be obnoxious.

Thank you for your cooperation and help. We CAN do something positive by working together.

**Hazing**

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Concussions**

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students’ parents or guardians prior to such students initiating practice or competition. The information provided to students and the students’ parents or guardians shall include, but need not be limited to:

1. the signs and symptoms of a concussion;
2. the risks posed by sustaining a concussion; and
3. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

Response to Concussions

Removal

A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

Return-to-Play

A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

The coach or administration may require that the student’s return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual’s qualifications.

Parent Notification

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

Return to Learn

The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

Responsibility of Coaches

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

Students and Parents

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student’s coaches on a timely basis.

**Concussions: Return to Learn Protocol**

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Rock County Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion,” and accompanying Appendix2, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

**NORTH CENTRAL ATHLETICS/ROCK COUNTY PUBLIC SCHOOLS**

**TRAVEL POLICY**

 North Central and Rock County Public Schools policy on travel to/from activities states:

All team members must travel as a group to/from all activities by means of school approved transportation. A team member may be released to the custody of a parent/legal guardian at the conclusion of an away contest, if they are traveling on to another destination. **If they must travel through their respective communities to get home they must ride school approved transportation.**  Any other exceptions to this mode of travel must be approved, in advance, by the activity sponsor.

 At Rock County, the following procedures should be used:

Prior written notification is needed from the parent/guardian if the child/children are riding home with someone other than the parent. The note should be received at least 24 hours prior to the date of the contest.

The parent should specifically explain the reason for not traveling home with the team. This explanation may be needed in order for the activities director to make an informed decision consistent with previous requests.

Prior to leaving the contest, the coach must actually speak with the parent to confirm that he/she, and not another student or friend, is driving.

The Rock County Public School Board of Education has designated as appropriate student pickup and delivery location: the high school parking lot; the 8-mile corner turn-off on south Highway 183; and off-highway locations in Rose, Long Pine, and Newport.

The Keya Paha County School Board of Education has designated as appropriate student pickup and delivery location: high school parking lot, Highway 12 mile marker 33 west of Springview, the Junction of Highway 137 and 12 north of Newport and Burton.

Students must ride school approved, transportation to and from practices.

**NC SPORTS CLUB**

The purpose of the NC Club is to promote positive school spirit and develop leadership through special recognition.

To become a member of the NC Club, each person must follow the proper procedure. First, a person must have lettered in two sports, or lettered in one and participated in three sports in a one year period. Then the athlete must apply to get into the club, receiving a letter in a sport does not automatically put you in the club. Once the athlete has been accepted into the club he/she must agree to abide by the following club rules:

1. The athlete must continue to attempt to meet the requirements of the NC Sports Club.
2. Any act that would be degrading to an honors club would result in immediate removal, including, but not limited to, alcohol, drugs, tobacco and inappropriate behavior.
3. Inappropriate behavior includes, (but not limited to) behavior that results in suspension from school or activity event by the administration or event sponsor.
4. The removal of an athlete in violation of the above offenses will be up to the discretion of a committee consisting of 2 NC Club sponsors, 1 administrator and 2 certified staff members.
5. If the committee decision is to cancel the NC Sports Club membership of the athlete, the athlete will return their jacket and NC Sports Club patch within 48 hours.
6. The athlete may be given an opportunity to reapply after he/she have met the initial requirements, and have skipped one application period.
7. An athlete could be removed for accumulating a maximum of 10 points from the infractions listed below:

 1. Altercation with a staff member 10 points

 2. Dropping out of athletics at midseason 7 points

 3. Cheating 6 points

 4. Poor conduct at a school function 5 points

 5. Unexcused absence from practice 3 points

 6. Altercation with another student 3 points

 7. Detention 2 points

 8. Failing List 2 points

 9. Missing a meeting 2 points

After reaching the 10 pt. maximum, the athlete will have a hearing in front of the unity council to determine the extent of the penalty. The unity council will be made up of four members of the NC Club, the sponsors, and 1 administrator.

All NC Club members are encouraged to sit as a group at activities and promote a positive atmosphere.

**RC FINE ARTS CLUB**

 The purpose of the RC Fine Arts Club is to promote positive school spirit and develop leadership through special recognition. The RC jacket is a symbol of these standards and is worn honorably by its members.

 To become a member of the RC Fine Arts Club, each member must have lettered in two Fine Arts Activities representing Art, Band, Choir, Speech or One Act Play. The student must apply to get into the club, stating their commitment to RC Club standards and rules. Once the artist has been accepted he/she must agree to abide by the following club rules:

1. The member must continue to attempt to meet the requirements of the Fine Arts Club.
2. Any act that would be degrading to an honors club will result in removal, including (but not limited to) alcohol, drugs, tobacco and inappropriate behavior.
3. Inappropriate behavior includes, (but not limited to) behavior that results in suspension from school or activity event by the administration or event sponsor.
4. The removal of a member in violation of the above offenses will be up to the discretion of a committee consisting of two RC sponsors, and one administrator.
5. If the committee asks for the removal of the member, the member will return their jacket to the Fine Arts sponsor 48 hours after receiving written notification.
6. The member may be given an opportunity to reapply after he/she have met the initial requirements and have skipped one application period. There are two application periods during a school year, one application period is held in October and the other is held in the spring after the All School Awards Ceremony.
7. The member can be removed for accumulating a maximum of 10 points from the infractions listed below:

 1. Altercation with a staff member 10 points

 2. Unexcused absence from a performance 7 points

 3. Dropping out of a committed activity mid-season 7 points

 4. Cheating 6 points

 5. Poor conduct at a school function 5 points

 6. Unexcused absence from practice 3 points

 7. Altercation with another student 3 points

 8. Detention 2 points

 9. Failing list 2 points

 10. Missed meeting 2 points

 After reaching the 10 point maximum, the member will have a hearing in front of the Unity Council to determine the extent of the penalty. The Unity Council will be made up of four members of the RC Fine Arts Club, the sponsors, and one administrator.

 All RC Fine Arts Club members are encouraged to promote a positive atmosphere and be role models with in the school and out of school. The RC jacket is a symbol of these standards and should be worn with pride for your school, your community and most important yourself.

**LETTERING REQUIREMENTS**

**Football:**

To earn a varsity letter in football an athlete must earn:

50 Tackle points; 25 Points scored; Defensive TD; 3 INT’s; 5 sacks

10 Receptions; Received POW award; 2 Fumble causes; 3 Fumble recoveries

100 yard/game and/or 1000 yard year; any punt of kick return for TD;

Special circumstances issued by Coach.

**Volleyball:**

To earn a varsity letter in volleyball an athlete must complete the season and must play in a minimum of half the total varsity sets and be on the varsity roster for a minimum of two tournaments, attend all practices and games, unless excused by the coach, and contribute to the team in any way possible. In case of injury the coach may deviate and award a letter to the injured player based on the number of sets played before the injury. In all cases, the athlete must have the coaches’ recommendation.

**Cross Country:**

To earn a varsity letter in cross country an athlete must medal in a Varsity meet and complete the season. In all cases, the athlete must have the coaches’ recommendation.

**Boys Basketball:**

To earn a varsity letter in boys’ basketball an athlete must play in 1/2 of the total varsity quarters, complete the season, attend all practices and games, unless excused by the coach, and contribute to the team in any way possible. In case of injury the coach may deviate and award a letter to the injured player based on the number of quarters played before the injury. In all cases, the athlete must have the coaches’ recommendation.

**Girls Basketball:**

To earn a varsity letter in girls’ basketball an athlete must complete the season, must attend all practices and games, unless excused by the coach, contribute to the team in any way possible, and compete in 1/2 the total number of varsity quarters. In case of injury the coach may deviate and award a letter to the injured player based on the number of quarters played before injury. In all cases, the athlete must have the coaches’ recommendation.

**Wrestling:**

To earn a varsity letter in wrestling an athlete must complete the season, earn a medal in a varsity tournament, and attend all practices unless excused by the coach. In case of injury the coach may deviate and award a letter to the injured person based on achievements attained before the injury. In all cases, the athlete must have the coaches’ recommendation.

**Track:**

To earn a varsity letter in track an athlete must complete the season, attend all practices and competitions, unless excused by the coach and score a total of 10 team points. In case of injury the coach may deviate and award a letter to the injured person based on participation before the injury. In all cases, the athlete must have the coaches’ recommendation.

**Boys Golf:**

To earn a varsity letter in boy’s golf an athlete must complete the season, practice regularly, and either win a medal at a major meet, or score a 90 or better at a major meet. In case of injury the coach may deviate and award a letter to the injured participant based on participation before the injury. In all cases, the athlete must have the coaches’ recommendation.

**Student Managers:**

To earn a varsity letter as a student manager a student must serve as a manager for the same activity for two years, or is a student manager for two sports in one year. In all cases, the student must have the activity sponsors recommendation.

**Band:**

To earn a letter for participation in band a student must exhibit acceptable daily attendance and rehearsal participation, must participate in all performance activities, and be subject to evaluation by the music director.

**Choir:**

To earn a letter for participation in choir a student must exhibit acceptable daily attendance and rehearsal participation, must participate in all performance activities, and will be subject to overall evaluation by the music director.

**Art:**

To earn a letter for participation in art a student must accumulate a total of 25 points.

 Yearly participation in an art class 10 points

 B average or above in an art class 5 points

 Participate in the conference art show 5 points

 Receive a ribbon at conference art show or another juried show 5 points

 Participate in a community fine art activity (help with fund raising, Arts Council, etc.) 5 points

**Speech:**

To letter in Speech, the student must compete at Conference and District competitions, attend 3 regular meets, and medal first, second, or third at any meet.

**One Acts:**

To earn a letter for participation in One Acts a student must attend every practice and performance unless excused by the director in the case of family emergency, illness, doctor appointment, or other school activity. Must not be late for any practices unless excused by the director. If a student must miss a practice or performance, he or she will need to contact the director prior to the practice or performance. If a student must be late for a practice or performance, he or she will need to contact the director prior to the practice or performance.

**Quiz Bowl:**

To letter in Quiz Bowl a member must attend all practices unless excused by the coach; and compete in both Conference and the ESU 17 Quiz Bowl Competitions; and have the coach’s recommendation. In special circumstances, a letter may be issued at the coach’s discretion.

**NORTH CENTRAL ATHLETICS**

**And**

**ROCK COUNTY PUBLIC SCHOOLS**

**ACTIVITY SUSPENSION POLICY**

Athletics and co-curricular activities are a privilege for student participation. Therefore, any conduct by a student that causes embarrassment to the school, the specific activity program, the student, the parents or the community, will result in short term or long term suspension or expulsion from participation in those activities. Such conduct, which could well result in short or long term suspension or expulsion from participation in those activities includes, but is not limited to, the following:

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

2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal, private or school property.

3. Causing or attempting to cause physical injury to a school employee or any student, excluding physical injury cause by accident, self-defense, or action undertaken based on the reasonable belief that it was necessary to protect some other person.

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

5. Knowingly and unlawfully possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

6. A repeated violation of any school rule or school board policy, if such violations constitute substantial interference with school purposes.

7. Violation of the constitution, By-Laws, or Approved Rulings of the Nebraska School Activities Association.

 8. Smoking or possession of cigarettes.

 9. Drinking of or in possession of alcoholic beverages.

 10. Unlawful use or possession of controlled substances.

 11. Chewing of tobacco or in possession of chewing tobacco or snuff.

 12. Violation of any law of the United States or the State of Nebraska.

 13. Failure to follow transportation guidelines.

 14. Using, possessing, dispensing, delivering or administering anabolic steroids.

15*.* Any student deemed by the administration to be “not in good standing” is subject to all activity suspension policies.

Prohibited conduct will result in suspension or expulsion, whether or not such conduct leading to the suspension or expulsion took place on or off school property, or whether or not the conduct took place in connection with a school activity, or whether or not the prohibited conduct took place in connection with a co-curricular activity. Persons reporting such violations are encouraged to submit a written statement of what they observed.

**SHORT TERM - First Offense-30 days:**

If you self report in person to one of the following school official including the Superintendents, Principals, Activities Directors, Coach or Activity Sponsor within 24 hours, the suspension is cut in half. During the suspension the student will be allowed to attend as a spectator with or without the team. However, if the activity bus leaves before school is dismissed at the regular time, the student will not be allowed to ride school provided transportation.

**LONG TERM -Second Offense-60 days:**

If you self report in person to one of the following school official including the Superintendents, Principals, Activities Directors, Coach or Activity Sponsor within 24 hours, the suspension is cut in half. During the suspension the student will be allowed to attend as a spectator with or without the team. However, if the activity bus leaves before school is dismissed at the regular time, the student will not be allowed to ride school provided transportation.

**EXPULSION - Third Offense:**

Immediate removal from all activities and will not be allowed to participate in any further activities for one calendar year.

**EXCEPTIONS:**

For the third offense only, any student completing at their own expense an accredited treatment program will be reinstated after a 30 day exclusion following the completion of the accredited treatment program.

**DUE PROCESS:**

The student will be advised of the alleged rule infraction during a conference with the coach, sponsor and the principal. The student will be given a chance to tell his/her side of the story. An investigation will be conducted by the principal and/or coach/sponsor; and the parents will be notified of the investigation. The student will be informed during a second conference with the principal and coach/sponsor of the outcome of the investigation, and the punishment when appropriate. The punishment will be specific in starting and ending dates which will be included in a formal letter to the parent/guardian.

**NORTH CENTRAL ATHLETICS**

**POLICY**

**For**

**ATHLETES CHANGING TEAMS**

 Whether by being cut, by quitting, or by being dismissed, an athlete’s membership on a team can be altered. While we at North Central want to promote participation, we also want to safeguard fairness and an ethical approach with regard to all coaches and teams. In order to achieve all the above objectives, the following guidelines will be used:

1. Any player quitting a team must get the approval of the original coach before joining a second team. All obligations such as returning uniforms and equipment must also be completed prior to joining a second team.
2. Any player dismissed from a squad must get the approval of the original coach and of the athletic director before joining another team.
3. The athletic director will mediate all problems when an athlete changes teams. The athletic director will have the final decision.

**Emergency Response Plan**

**North Central Athletic Department**

* North Central’s Athletic Administrators recognize that some potential emergencies may be averted through the measures below. Thus, these measures are required of our student athletes, parents, and athletic staff:
* All student athletes shall receive pre-participation physicals
* Before the onset of each team’s athletic season, all relevant player information must be on file with the appropriate school’s office: -health insurance, medical background (conditions, illnesses, etc), and emergency contact information (parent/guardian names, addresses, phone numbers)
* Safe practice and training techniques shall be implemented for all athletic activities
* North Central Athletic Department will provide each athletic team with a kit that will contain, at the very least, these basic emergency necessities:
* Gloves for personal protection
* CPR masks/shields
* Wound care supplies (including gauze and adhesive bandages)
* Elastic bandages
* Ice bags
* Football team: face masks removal tool
* North Central Athletic Department will provide athletic teams and head coaches with:
* Access to water for hydration
* Access to landline phones for summoning EMS
* Access to safe training environment
* Keys to provide fast access to necessary items in the event of an emergency: for phone usage, ice, doors and gates to allow EMS personnel to gain access to an injured/ill individual
* Kit location will be specific to the team and coaches. It is each head coach’s responsibility to maintain an orderly kit and to provide feedback on item’s he/she feels may be necessary to provide emergency care for that particular sport
* A clear mechanism for communication with emergency care service providers (911 center, law enforcement, fire and rescue personnel) is necessary. Thus, the following measures are in place:
* Landline phones, cellular phones will be accessible to each athletic team and athletic site
* During the season, coaches shall keep information such as medical release forms on hand in case of an emergency
* Each member of the athletic staff shall have access to, and be required to fill out or obtain necessary forms for documentation, including the following:
* Injury evaluation forms
* Medical release forms
* All NCA personnel share a professional responsibility to provide emergency care to an injured North Central student if the injury occurs during a practice or event at which the individual is sponsoring.
* All NCA personnel share a professional responsibility to become familiarized with the emergency plan in place and provide feedback of the plan as necessary to allow for a comprehensive plan of action in an emergency for his/her sponsored sport.

North Central Athletic Department Specific Injury/Illness Policy

Student Supervision:

Student athletes must have proper supervision at all times during athletic games, practices, training sessions, and team meetings. This is to include time during and after practices in the gymnasium, weight room, and locker rooms.

Injury Categories and Appropriate Responses:

Three categories of injury are recognized in this emergency plan: (non-life-threatening injury), (non-life threatening injury requiring emergency response), (life-threatening injury). Basic strategies are in place to help guide the athletic staff in appropriate response to such injuries/illnesses.

* Non-Life-Threatening Injury/Illness
* Examples: mild sprain, muscle strain, sinus infection, minor cut
* Coaches may administer non-invasive, non-manipulative treatments such as “R.I.C.E.”, Whirlpool, apply bandages for minor cuts/bleeding, withhold the athlete from practice, tape, pre-wrap a limb for support. Please note- if a coach is uncomfortable with treating the injury, he/she is encouraged to either activate EMS, call parent/guardian and recommend a physician evaluation, or consult medical personnel such as a certified athletic trainer for subsequent injury evaluation and treatment. Remember: error on the side of caution – do not overstretch your education or work our of your comfort zone!
* Non-Life-Threatening Injury/Illness Requiring Emergency Response
	+ Examples: Obvious fracture, dislocation, gaping wound requiring stitches, an injury an athlete cannot walk on or is unwilling/unable to use limb
	+ Coaches should act in a reasonable manner, and direct assistant coach to summon EMS or call the parent/guardian, or both.
* Life-Threatening Injury/Illness
* Examples: heat stroke, convulsions, choking, unconscious athlete, severe hemorrhage, open fracture, severe asthma attack
* Assessments and actions that should be taken:
	+ DO NOT MOVE the athlete until an emergency care arrives (unless the scene is determined to be unsafe)
	+ Checking vital signs (ABC: Airway, Breathing, Circulation)
	+ Administer Cardio Pulmonary Resuscitation (CPR) as necessary and use the AED
	+ In the case of neck injury: make certain that the head is always supported until greater trained assistance arrives. If the athlete is breathing, support the head without moving the rest of the body.
	+ Reassure the victim to stay calm.
	+ Stay with the athlete at all times.

Appropriate Mode of Transportation for the Injured/Ill Individual

It is very strongly **discouraged** that coaches/athletic staff should transport athletes in their own vehicle or in a school vehicle to an emergency room or physician’s office in the event of an emergency situation. The only exception might include: a coach that is the injured individual’s parent or an injury occurring at an away event in which the parent/guardian is not present. Should an athlete require emergency transportation, either EMS will be called and an ambulance summoned for transportation, or the parent/guardian may be called to allow coaches or athletic staff to transport the athlete in a personal vehicle.

Information to Provide EMS When Calling 911:

* Information to Give on a 911 Call:
* Caller’s Name
* Type/nature of the injury, illness, etc.
* Present condition of the injured/ill individual
* Current assistance being given
* Name, address and telephone number of location
* Exact location of the emergency and how EMS should enter the scene (which door, entrances, etc)
* Stay on the phone until he EMS operator tells caller to hang up

Policy on EMS (ambulance) For Home Events:

* Football Home Events:
	+ The Nebraska School Activities Association (NSAA) **DOES NOT** require an ambulance to be present at football games.
	+ It is North Central Athletic Department’s policy: To have an ambulance, EMT, or doctor on site whenever possible.
* Volleyball, Basketball, Wrestling, and Track events:
* The Nebraska School Activities Association (NSAA) **DOES NOT** require an ambulance to be present at the aforementioned games.
* It is North Central Athletic Department’s policy: To have an ambulance, EMT, or doctor available whenever possible.

Policy on Inclement Weather (Lightening, Tornado Warning, Other Dangerous Weather Situations):

* Home Contest (Football, Track & Field)
	+ In the event of a lightening sighting, tornado warning, or other dangerous weather situation at an outdoor North Central home event, it is the responsibility of The Officials, to postpone/delay the event.
	+ It is the responsibility of the head coach to move all North Central team members that he/she is supervising indoors
	+ It is the responsibility of The Administration to recommend spectators move indoors.
	+ Should an event be postponed/delayed due to lightening, the LOCATION: Gymnasium at Keya Paha and Gymnasium at Rock County, shall be opened for spectators to wait safely until dangerous weather situation have passed.
* Practices (Football, Track & Field)
* In the event of a lightening sighting, tornado warning, or other dangerous weather situation at an outdoor North Central practice, it is the responsibility of the head coach to postpone/delay practice.
* Should this person not be in attendance, the designated assistant coach shall postpone/delay outdoor practice.
* It is the responsibility of the head coach, with assistance from the assistant coach, to move all team members inside.

**North Central Athletics**

**INJURY REPORT FORM**

Date of report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex M F Age \_\_\_\_\_\_ Sport \_\_\_\_\_\_\_\_\_\_\_

3. Time accident occurred: Hour \_\_\_\_\_\_\_ AM \_\_\_\_\_\_ PM \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

4. Place of accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Nature of injury: (circle)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AbrasionAmputationAsphyxiationBiteBruiseBurn |  | ConcussionCutDislocationFractureLacerationPoisoning |  | PunctureScaldsScratchesShock (elec.)SprainOther (specify) | Description of accident |

Part of body injured: (circle)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AbdomenAnkleArmBackChestEarElbow |  | EyeFaceFingerFootHandHeadKnee |  | OtherLegMouthNoseScalpToothWrist |  |

What object or substance was the source of injury? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did source of injury come into contact with athlete? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Protective equipment worn? Yes No Type of equipment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Degree of injury: Death, permanent impairment, temporary disability, non-disabling

8. Coach in charge when accident occurred (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present at scene of accident: No Yes

9. Immediate action taken:

 First-aid steps taken? By (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sent to physician By (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How transported\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physician’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injury Report Form (continued)

10. Sent to hospital By (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How transported\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Hospital name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Was parent or other individual notified? No Yes When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of individual notified\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By whom?

(enter name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Restricted activity time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Corrective actions taken or recommended to prevent future incidents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Witnesses: 1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks:

Signed: (youth Sport Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Coach)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rock County Public Schools**

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**1:1 iPad**

**Policies and Procedures**

**2016-2017**

Rock County Public Schools are proud to offer our Rock County Students in grades 7-12 Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to Rock County Public School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

* Students will receive instruction from school staff on the proper use of the iPad.
* Students will be able to take the iPad home during the school year if the student signs and pays the School District Protection Plan.
* Students are expected to treat the iPad as a valuable piece of equipment.
* Students must take all precautions to prevent theft; for example, do not leave the iPad unattended in a vehicle.
* Students must take precautions to prevent damage to the iPad; for example do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
* Students are to use the iPad to access only socially and educationally appropriate materials and websites.
* Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
* Students are to use the iPad in accordance with the Rock County Public Schools Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
* Students are expected to adhere to any additional requirements set forth by the classroom teacher.
* iPads are the property of Rock County Public Schools and must be returned at the end of the academic year, upon withdrawal from Rock County Public Schools, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
* Since the iPads are the property of Rock County Public Schools, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student’s iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by the Rock Public Schools, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

**1. Receiving Your iPad & Check-In**

1.1 Receiving Your iPad

iPads will be distributed each fall during iPad Orientation. Parents and students must attend a yearly Information Session.

Before receiving an iPad, students and parents must sign and return copies of the following documents:

* District iPad Protection Plan Agreement Form, page 10
* Student Pledge for iPad Use, page 11
* Acceptable Use Policy

If a student wishes to take the iPad out of the building they will be required to pay $35 as per the District iPad Protection Plan. Any student that needs assistance with the District iPad Protection Plan should contact the principal.

1.2 iPad Check-In

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Rock County Public School District during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories must be returned to Rock County High School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment from the Rock County Public Schools for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or if applicable, any costs incurred per the District iPad Protection Plan. Failure to return the iPad will result in a theft report being filed with the Rock County Sheriff’s Department.

The student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection Plan Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

**2. Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Principal’s office for an evaluation of the equipment.

2.1 General Precautions

* The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
* Only use a clean, soft cloth to clean the screen, no cleansers of any type.
* Cords and cables must be inserted carefully into the iPad to prevent damage.
* iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Rock County Public Schools.
* iPads must never be left in an unattended or unsupervised area.
* Students are responsible for keeping their iPad’s battery charged for school each day.
* Students must keep their iPad in the protective case, provided by the school, at all times.

2.2 Carrying iPads

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

* iPads must always be within the protective case.
* Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
* Avoid bumping the iPad against any surface.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

* Do not lean on the top of the iPad when it is open or closed.
* Do not place anything near the iPad that could put pressure on the screen
* Do not place anything in the carrying case that will press against the cover.
* Clean the screen with a soft, dry cloth or anti-static cloth. Use of any chemicals WILL damage the screen.
* Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

**3. Using Your iPad at School**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of the Rock County Public Schools. Therefore, school staff and administration have the right to check any material stored on a student’s iPad at any time.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the office for three (3) weeks.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the office. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad’s Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the provided charger.

3.4 Screensavers and Backgrounds

* Inappropriate media may not be used as a screensaver or background photo.
* Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
* Passwords are not to be used.

3.5 Sound, Music, Games or Programs

* Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
* Music is allowed on the iPad and can be used at the discretion of the teacher.

3.6 Printing

Printing will be available from the iPad upon teacher approval.

3.7 Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home.

**4. Managing Your Files & Saving Your Work**

4.1 Saving Your Work

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Rock County Public Schools makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

**5. Software on iPads**

5.1 Originally Installed Software

The software/apps originally installed by the Rock County Public Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Rock County Public Schools installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any documents deleted due to a re-format and re-image.

**Internet Safety and Acceptable Use Policy**

Internet Safety Policy

It is the policy of Rock County Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, less, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

1. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
2. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District’s mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one’s own private consulting business.

 c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

 d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

 e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

 5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

 6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

 7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

 8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

The use of Rock County Public School’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Rock County Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Rock County Public School’s Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

**6. Acceptable Use**

6.1 Parent/Guardian Responsibilities

* Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
* Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

* School will provide Internet and email access to its students.
* School will provide Internet blocking of inappropriate materials as able.
* School will provide training on how to appropriately use the iPad.
* School will provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

* Students will use iPads/computers in a responsible and ethical manner.
* Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
* Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student’s own negligence, errors or omissions. Use of any information obtained via Rock County Public School’s designated Internet system is at your own risk. Rock County Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
* Students will help the Rock County Public Schools protect its computer system/devices by contacting an administrator about any security problems they may encounter.
* Students will monitor all activity on their account(s).
* Students should always turn off and secure their iPad after they are done working to protect their work and information.
* If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration.
* Students will return their iPad to the office at the end of each school year.
* Students who withdraw, are suspended or expelled, or terminate enrollment with the Rock Public Schools for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited

* Illegal installation or transmission of copyright materials.
* Any action that violates existing Board policy or public law.
* Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
* Use of chat rooms, sites selling term papers, book reports and other forms of student work.
* Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.)
* Spamming – sending mass or inappropriate emails.
* Gaining access to another student’s accounts, files, and/or data.
* Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
* Use of anonymous and/or false communications.
* Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
* Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
* Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
* Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
* Use of the iPad camera to take and/or distribute inappropriate or unethical material.
* Bypassing the Rock County Public Schools web filter through a web proxy.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.

* iPad batteries must be charged and ready for school each day.
* Only labels or stickers applied by the Rock County Public Schools may be applied to the iPad.
* iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee. Only labels or stickers applied by the school district will be allowed on the cases.
* iPads that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
* iPads that are stolen or lost must be reported immediately to the office and the Rock County Sheriff’s Department.

6.6 Legal Propriety

* Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
* Plagiarism is viewed as a form of cheating thus is a violation of the Rock County Public Schools Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
* Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Rock County Public School Student Handbook.

**7. Protecting & Storing Your iPad**

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

* Record of serial numbers and correlated asset tag.
* Rock County Public Schools Label.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers.

Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the office.

***Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, gym, MPR, unlocked classrooms and lockers, dressing rooms, busses, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

**8. Repairing or Replacing Your iPad**

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Rock County Public Schools District Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

8.1 School District Protection Plan

The District iPad Protection Plan through the Rock County Public Schools must be signed in order to take the iPad out of the building. The cost of the protection plan is $35 per student annually and is non-refundable. Checks must be made payable to the Rock County Public School and a separate check must be written for each student. The protection plan covers one iPad per student for any costs outside the manufacturer’s warranty. Refer to the following coverage table for repair/replacement costs.

|  |  |  |
| --- | --- | --- |
| Claims | With Protection Plan | Without Protection Plan (iPad stays in school building) |
| Lost iPad | $300 | Full Replacement Cost |
| Destroyed iPad (total loss) | $200 | Full Replacement Cost |
| Stolen iPad (Police Report Required) | $200 | Full Replacement Cost |
| iPad Repairs-Less than $100 | Covered | Full Repair Cost |
| iPad Repairs-More than $100 | $100-$35 protection payment=$65 | Full Repair Cost |
| \*Power adapter, cover or any school-owned accessories are not included. These items require a full replacement cost with exact same item. |

8.2 Claims

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the office before an iPad can be replaced with the School District Protection Plan.

**District iPad Protection Plan Agreement Form**

**2016-2017**

I, , agree that my child and I have read and will

(parent/guardian)

comply with all policies and procedures within the “1:1 iPad Policies and Procedures” document. We wish to purchase the school-provided protection plan for $35 annually which is non-refundable. I understand that this plan covers one (1) Apple iPad device that is the property of the Rock County Public Schools described within for one student. I also understand that by paying $35, my child is allowed to take their school issued iPad out of the building.

Parent/Guardian (Please print first & last name):

Parent/Guardian Signature:

Date:

Student Name (Please print first & last name):

Student Signature:

Date:

Student Grade:

Phone Number: ( )

I, \_ , agree that my child and I do not wish to

(parent/guardian)

purchase the school-provided protection plan for $35. I understand by not purchasing the school-provided protection plan my child will not be allowed to take his/her iPad out of the school building. I understand that my child and I are responsible for the costs incurred to one (1) Apple iPad device that is property of the Rock County Public School District as described by 8.1 the School District Protection Plan found on page 66.

Parent/Guardian Signature:

**Student Pledge for iPad Use**

**2016-2017**

 I will use my iPad in ways that are appropriate, meet the Rock County Public Schools expectations, and are educational.

 I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.

 I understand that my iPad is subject to inspection at any time without notice and remains the property of the Rock County Public Schools.

 I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.

 I will take good care of my iPad.

 I will never leave my iPad unattended.

 I will never loan out my iPad to other individuals.

 I will know where my iPad is at all times.

 I will charge my iPad’s battery daily and arrive at school with my device charged.

 I will keep food and beverages away from my iPad since they may cause damage to the device.

 I will not use the iPad camera to take and/or distribute inappropriate or unethical material

 I will not disassemble any part of my iPad or attempt any repairs.

 I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by the Rock County Public Schools.

 I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.

 I will not deface the serial number iPad sticker on any iPad.

 I will file a police report in case of theft, vandalism, and other acts covered by the Protection Plan as well as report to the administration of the Rock County Public Schools.

 I will be responsible for all damages or loss caused by neglect or abuse.

 I agree to return the iPad, case, and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the *1:1 Policies and Procedures*, the *Acceptable Use Policy,* the *District iPad Protection Plan,* and the *Student Pledge for iPad Use.***

Student Name (please print first and last name):

Student Signature: Date:

Parent Name (please print first and last name):

Parent Signature: Date:

**Individual school iPads and accessories must be returned to the Rock County Public School at** **the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at the Rock County Public Schools for any reason must return their individual school** **iPad on the date of termination.**

**STOPiT!**

**What is STOPiT Class?**

STOPiT (Smart Topics on Personal iPad Technology) is a mandatory class for students who have violated rules stated in Rock County Public School’s AUP (Acceptable Use Policy) or those set by teachers in the classroom.  The AUP is signed annually by both parents and students before the student is allowed to use school technology resources.  The STOPiT program has been designed and will be implemented by the school to provide additional instruction for users who have demonstrated the need for further training in the area of responsible student use of online mobile resources.

**What will the STOPiT Class consist of?**

The class will be scheduled one Wednesday per month for one hour immediately after school.  Each month the class will have a different theme based on the 9 themes of digital citizenship set forth by ISTE/NETS standards.  In addition to participation in the class, students must complete a digital citizenship project.  Projects must be something that will benefit other students and must implement mobile technology.

**What happens if the student violates the AUP?**

If a student violates the Rock County Public Schools AUP, the student will lose their iPad privileges for a period of time to be determined by the high school principal.  Before the iPad will be returned to the student, a STOPiT ticket must be signed by both the parent and the student and returned to the principal.  In signing the STOPiT agreement, the student agrees to attend the next available STOPiT class.  This class will be scheduled one Wednesday per month for one hour immediately after school.

**What are the steps leading to STOPiT Class?**

1. Warning. (Depending on the offense.)  Some offenses will warrant immediate confiscation of the iPad.
2. Teacher takes the iPad.  The decision to take the iPad to the principal is up to the teacher’s discretion.
3. If the iPad is taken to the principal the student must visit with the principal before the device will be returned to the student.
4. When the student comes to retrieve the device they will inform the principal of the offense that led to the confiscation of the iPad.
5. The principal will issue a STOPiT ticket.
6. The ticket must be signed by the student and a parent and returned to the principal.
7. Tickets or a list of students will then be given to Technology Integration Specialist.
8. Student will attend STOPiT class and complete digital citizenship project.

**What happens if the student does not attend the scheduled STOPiT class?**

If a student fails to attend the scheduled STOPiT class or if they fail to complete their STOPiT class project, they will lose take-home privileges for their iPad until such time as these requirements have been met.  Habitual violations may result in the complete loss of iPad privileges altogether, for a time to be determined by the principal.

Student Agreement to Participate in STOPiT Program

If the student violates the Rock County Public Schools Acceptable Use Policy, the student agrees to be enrolled in the STOPiT program. This program has been designed and implemented by the school to provide additional instruction for users who have demonstrated the need for further training in the area of responsible student use of online and mobile resources.

Successful completion of this program is one of the requirements for school technology take-home privileges to be restored to the student. Other requirements are at the discretion of the school principal.

The student agrees to attend and fully participate in the STOPiT course if the student violates the Rock County Public Schools Acceptable Use Policy and agrees to complete all required course assignments as assigned by the course instructor.

Further violations will require repeating the course and meeting all obligations therein assigned, as well as but not limited to the possible loss of all take-home and in-school technology use privileges for the duration of the school year. Such conditions will remain at the discretion of school administration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to fully participate in the STOPiT program if he/she violates the Rock County Public Schools Acceptable Use Policy and further agrees to follow all responsible and acceptable use rules and guidelines as set forth in the Rock County Public Schools iPad Policy and Procedures manual, the Rock County Public Schools Acceptable Use Policy (AUP), and all applicable guidelines and rules regarding behavior with technology as set forth by classroom teachers.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_