

Cedar Bluffs Public School

2023 – 2024



Middle/High School

Handbook

**Cedar Bluffs Middle/High School Handbook
2023-2024 School Year**

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Cedar Bluffs Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 Members of the Board of Education

Mr. Jeremy Pleskac, President	jeremy.pleskac@cbwildcats.org
Mr. Tim Shanahan, Vice President	tim.shanahan@cbwildcats.org
Mr. Todd Thiesen, Treasurer	todd.thiesen@cbwildcats.org
Mrs. Shannon Lubker, Secretary	shannon.lubker@cbwildcats.org
Mr. Garlyn Grosse, Member	garlyn.grosse@cbwildcats.org
Mr. Grant Fitzgerald, Member	grant.fitzgerald@cbwildcats.org

Section 3 Administrative Staff

Mr. Harlan Ptomey	District Superintendent	Cedar Bluffs Public Schools	harlan.ptomey@cbwildcats.org
Mr. Ben Hansen	Elementary Principal (PK – 5)	Cedar Bluffs Elementary School	ben.hansen@cbwildcats.org
Mrs. Tina Headid	Secondary Principal (6 – 12)	Cedar Bluffs High School	tina.headid@cbwildcats.org

Section 4 Cedar Bluffs Middle/High School Teaching Staff

Mrs. Kate Chrisman	9-12 English/Career Counselor
Mr. Daniel Roche	7-12 English
Mr. Ryan Jaeckel	9-12 English
Ms. Lexi Jasa	7-12 Social Studies
Mr. Greg Brousek	9-12 Social Studies
Ms. Erin Prusa	7-12 Mathematics
Mr. Connor Boysen	9-12 Mathematics
Mr. Cole Anderson	7-12 Science
Ms. Rebecca Fischer	9-12 Science

Mr. Brian Dunker	6-12 Business/STEM
Mr. Garrett Zink	6-12 Industrial Tech
Ms. Tabitha Rogge	6-12 Family Consumer Sciences
Mrs. Mikaela Anglin	PK-12 Spanish
Mr. Jeremy Larsen	PK-12 Physical Education
Mrs. Cody Dunlap	6-12 Physical Education
Mrs. Jennifer Rehn	PK-12 Music
Mrs. Anna White	PK-12 Art
Ms. Alexous Hof	PK-12 Guidance Counselor
Mrs. Samantha Fitzgerald	PK-12 Guidance/Career Counselor
Ms. Alaine Buckingham	PK-8 Title Reading/ELL
Mrs. Danica Zink	8-12 Special Education
Mrs. Meghann Snyder	4 - 7 Special Education
Mrs. Joanna Hill	PK-12 Speech Pathologist
Ms. Makayla Fowler	LifeSkills Program
Mrs. Kristyn Thomas	6 th Grade Teacher
Mrs. Sara Pittack	6 th Grade Teacher
Mr. Kiefer Kontrous	Full-Time Substitute Teacher

Section 5 Support Staff

Mr. Thomas Brinkman	Activity/Athletic Director
Mr. Jeff Beckman	Community/Youth Sports Director
Mrs. Abbey Block	Paraprofessional
Ms. Boni Myers	Paraprofessional
Mr. Dustin Novotny	Facilities Manager
Mr. Bill Hansen	Custodian
Ms. Breanna Specht	Custodian
Mr. Shane Svoboda	Custodian
Mr. John Bergmanis	Custodian
Mr. Thomas Brinkman	Transportation Director
Mr. Elton Dahlke	Bus Driver
Mr. Jon Nelson	Bus Driver
Mrs. Meghann Snyder	Bus Driver
Mrs. Caren Clark	Cafeteria Manager/Bus Driver
Mrs. Wendy Klahn	Cafeteria/Bus Driver
Ms. Rose Nadrchal	Cafeteria
Ms. Alysha Steele	Cafeteria/Custodian
Mrs. Michelle Vyhildal	Business Manager
Mrs. Dawn Hansen	Technology Specialist
Mrs. Sarah Sass	Secondary Secretary

Section 6 Extra-Curricular Sponsorship

Activity/Athletic Director	Mr. Thomas Brinkman
High School Athletic Coaches	
Head Football Coach	Mr. Kiefer Kontrous
Assistant Football Coach	Mr. Ryan Jaeckel
Head Cross Country Coach	Mr. Greg Brousek

Head Volleyball Coach	Mrs. Anna White
Assistant Volleyball Coach	Mrs. Naomi Chvatal
Assistant Volleyball Coach	Ms. Lexi Jasa
Head Girls Golf Coach	Mrs. Joni Hegy (COOP with Mead)
Head Boys Basketball Coach	Mr. Jeremy Larsen
Assistant Boys Basketball Coach	Mr. Dustin Novotny
Head Girls Basketball Coach	Mrs. Justice Brinkman
Assistant Girls Basketball Coach	Ms. Erin Prusa
Head Wrestling Coach	Mr. Wheaton
Assistant Wrestling Coach	Mr. Beckwith
Head Track Coach	Mrs. Cody Dunlap
Assistant Track Coach	Mr. Mark Henry
Assistant Track Coach	Mr. Kiefer Kotrous
Head Cheer Coach	Mrs. Samantha Klope
Assistant Cheer Coach	Mrs. Danica Zink
Head Boys Golf Coach	Mrs. Joni Hegy (COOP with Mead)
Middle School Athletic Coaches	
Head Football Coach	Mr. Ben Hansen
Assistant Football Coach	Mr. Mark Henry
Head Volleyball Coach	Ms. Mattie Fehringer
Assistant Volleyball Coach	Mrs. Liz Novotny
Head Boys Basketball Coach	Mr. Kiefer Kotrous
Assistant Boys Basketball	Mr. Mark Henry
Head Girls Basketball Coach	Ms. Ashley Callahan
Assistant Girls Basketball	Mrs. Dawn Hansen
Head Wrestling Coach	
Head Track Coach	Mr. Greg Brousek
Assistant	Mr. Ryan Jaeckel
Assistant	Ms. Ashley Callahan
Assistant	Ms. Rebecca Fischer
Head Cross Country Coach	Ms. Tabitha Rogge
Secondary School Activity Sponsors	
Head Speech Sponsor	Mr. Daniel Roche
Assistant Speech Sponsor	Mr. Garrett Zink
Head Drama Sponsor	Mr. Daniel Roche
Assistant Drama Sponsor	Mrs. Kate Chrisman
Pep/Marching Band Sponsor	Mrs. Jennifer Rhen
Journalism Sponsor	Mr. Daniel Roche/Mrs. Kate Chrisman
Head FBLA Sponsor	Mr. Brian Dunker
Assistant FBLA Sponsor	Ms. Lexi Jasa
National Honor Society/STUCO	Mrs. Kate Chrisman
Robotics/Cyber Security	Mr. Connor Boysen
SAT Team Chair	Mrs. Kristyn Thomas
HOSA Sponsor	Ms. Rebecca Fischer
Quiz Bowl Sponsor	Ms. Makayla Fowler
Skills USA	Mr. Garrett Zink
Assistant Skills USA	Ms. Tabitha Rogge

Cedar Bluffs Public School 2023-2024 School Calendar

August 2023					August	January	January 2024				
	1	2	3	4	August 2 New Teachers Report August 3 All Teachers Report August 4 Teacher Inservice	January 4 Teacher Inservice January 5 Teacher Inservice	1	2	3	4	5
		New Teacher Workday	All Teachers Report	Teacher In-Service					Teacher In-Service	Teacher In-Service	
Teacher In-Service Back to School Night	7	8	9	10	11		8	9	10	11	12
		1 st Day of School PK-12 1:30 Dismissal			August 7 Open House August 7 Teacher Inservice August 8 Teacher Inservice August 9 1 st Day of School August 9 Early Dismissal	January 8 PK-12 Students Start 8:00am	Return to School PK-12				
	14	15	16	17	18		15	16	17	18	19
	21	22	23	24	25		22	23	24	25	26
	28	29	30	31			29	30	31		
September 2023					September	February	February 2024				
				1	September 1 No School Teacher Inservice					1	2
				No School Teacher In-Service							
4	5	6	7	8	September 4 No School Labor Day		5	6	7	8	9
No School											
11	12	13	14	15		Feb 15-17 State Wrestling Feb 16-17 State Cheer/Dance February 16 No School Teacher Inservice	12	13	14	15	No School Teacher In- Service
					September 16 Homecoming		19	20	21	22	23
18	19	20	21	22			26	27	28	29	
25	26	27	28	29		February 28-March 2 State Girls Basketball					
October 2023					October	March	March 2024				
2	3	4	5	6							1
9	10	11	12	13	October 9-10 State Girls Golf October 10 1 st Q1 Ends October 13 No School Teacher Inservice	March 6-9 State Boys Basketball March 11 - End of 3 rd Q1	4	5	6	7	8
End of 1 st Q1				No School Teacher In-Service							
16	17	18	19	20	October 20 State X-Country	March 13 & 14 Parent Teacher Conferences March 15 No School March 15 State Speech	11	12	13	14	15
					October 25 & 26 Parent Teacher Conferences October 27 No School	3 rd Q1 Ends			PT Conf.	PT Conf.	No School
23	24	25	26	27			18	19	20	21	22
		PT Conf.	PT Conf.	No School			25	26	27	28	29
30	31					March 29 No School Holiday					No School
November 2023					November	April	April 2024				
		1	2	3	November 1-4 State VR	April 1 No School Holiday	1	2	3	4	5
					November 10 Veterans Day Celebration November 11 Veterans Day		No School				
6	7	8	9	10		April 11-13 Skills USA	8	9	10	11	12
				Veterans Day Program							
13	14	15	16	17		April 28 PROM	15	16	17	18	19
					November 20 State FB November 22-24 No School Holiday Break	April 22-23 State Journalism April 26 No School Teacher Inservice	22	23	24	25	26
20	21	22	23	24						No School Teacher In- Service	
				Thanksgiving Break			29	30			
27	28	29	30								
December 2023					December	May	May 2024				
				1		May 3 Seniors Last Day			1	2	3
4	5	6	7	8			6	7	8	9	10
					Dec 6-8 State Play Production	May 11 Graduation 2:00pm					
11	12	13	14	15	December 15 Early Dismissal	May 17 Early Dismissal May 17 Last Day of School May 15-18 State Track	13	14	15	16	17
				End of 2 nd Q1 1:30 Dismissal							1:30 Dismissal
18	19	20	21	22	December 19 - January 7 No School Holiday Break December 23-27 NSAA Moratorium	May 21-22 - State Boys Golf	20	21	22	23	24
					86 Student Days - 1 st Semester 9 Teacher Inservice - 1 st Semester 92 Total Days - 1 st Semester 176 Student Contact Days Total Contracted Days = 183	90 Student Days - 2 nd Semester 4 Teacher Inservice - 2 nd Semester 94 Total Days - 2 nd Semester 10 Total Teacher Inservice Total Days = 188 (2 Snow Days Built in)	27	28	29	30	31
25	26	27	28	29	Holiday Break						

Adopted by Board of Education: March 15, 2023

Article 1 – Mission and Goals

Section 1 School Mission Statement

The Mission of Cedar Bluffs Public School and our “Kids First” Culture is to develop High Expectations through Positive Relationships that will promote Respect, Accountability, Hard Work, and Determination; ensuring that every student has the ability to succeed in the global society.

School Song:

Onward Wildcats,
Onward show those guys your speed.
With colors flying high, we will take the lead.
Onward Wildcats,
Onward fight for victory.
Fight Wildcats fight, fight, fight,
We will win this game.

Section 2 Goals and Objectives

The goals and objectives of the Cedar Bluffs Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process

Article 1 – Mission and Goals

focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.

8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 **Mutual Respect**

The Cedar Bluffs Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 **Complaint Procedure**

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 should 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.

Article 2 – School Day

Section 1 Daily Schedule

K-5 Schedule			*6-8 Schedule			9-12 Schedule		
10	8:00-8:10	Opening	45	8:00 - 8:45	Period 1	45	8:00 - 8:45	Period 1
60	8:10-9:10	Language Arts	45	8:48 - 9:33	Period 2	45	8:48 - 9:33	Period 2
20	9:10-9:30	Recess	45	9:36 - 10:21	Period 3	45	9:36 - 10:21	Period 3
60	9:30-10:30	Math	45	10:24 - 11:09	Period 4	45	10:24 - 11:09	Period 4
30	10:30-11:00	Language Arts	45	11:12 - 11:57	Period 5	45	11:12 - 11:57	Period 5
			40	12:00 - 12:40	Lunch	40	12:00 - 12:40	Lunch
65	11:00-12:05	Lunch/Recess	20	12:40 - 1:00	Homeroom	20	12:40 - 1:00	Homeroom
35	12:05-12:40	Science	45	1:03 - 1:48	Period 6	45	1:03 - 1:48	Period 6
90	12:40 - 2:20	Specials	45	1:51 - 2:36	Period 7	45	1:51 - 2:36	Period 7
45	2:20 - 3:05	Social Studies	45	2:39 - 3:25	Period 8	45	2:39 - 3:25	Period 8
10	3:05-3:15	Closing						

Section 2 Shortened Schedule

1:30pm Early Out Schedule -- Buses Run at 1:35pm								
K-5 Schedule			*6-8 Schedule			9-12 Schedule		
10	8:00-8:10	Opening	45	8:00 - 8:45	Period 1	45	8:00 - 8:45	Period 1
60	8:10-9:10	Language Arts	45	8:48 - 9:33	Period 2	45	8:48 - 9:33	Period 2
20	9:10-9:30	Recess	45	9:36 - 10:21	Period 3	45	9:36 - 10:21	Period 3
60	9:30-10:30	Math	45	10:24 - 11:09	Period 4	45	10:24 - 11:09	Period 4
30	10:30-11:00	Language Arts	45	11:12 - 11:57	Period 5	45	11:12 - 11:57	Period 5
65	11:00-12:05	Lunch/Recess	40	12:00 - 12:40	Lunch	40	12:00 - 12:40	Lunch
35	12:05 - 12:40	Science/Social Studies	20	12:40 - 1:00	Homeroom	20	12:40 - 1:00	Homeroom
50	12:40 - 1:30	Specials	45	1:03 - 1:48	Period 6	45	1:03 - 1:48	Period 6

10:00am Late Start Schedule -- Buses Run at 3:30pm								
K-5 Schedule			*6-8 Schedule			9-12 Schedule		
60	9:30-10:30	Math	21	10:00 - 10:21	Period 3	21	10:00 - 10:21	Period 3
30	10:30-11:00	Language Arts	45	10:24 - 11:09	Period 4	45	10:24 - 11:09	Period 4
65	11:00-12:05	Lunch/Recess	45	11:12 - 11:57	Period 5	45	11:12 - 11:57	Period 5
35	12:05 - 12:40	Science	40	12:00 - 12:40	Lunch	40	12:00 - 12:40	Lunch
90	12:40 - 2:20	Specials	20	12:40 - 1:00	Homeroom	20	12:40 - 1:00	Homeroom
45	2:20 - 3:05	Social Studies	45	1:03 - 1:48	Period 6	45	1:03 - 1:48	Period 6
10	3:05-3:15	Closing	45	1:51 - 2:36	Period 7	45	1:51 - 2:36	Period 7
			45	2:39 - 3:25	Period 8	45	2:39 - 3:25	Period 8

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. School closure information will also be sent out through our district notifying system (Swift K-12).

Decision to Close Schools: A decision to close school is made when forecasts by the weather service, law enforcement advisories, or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9:00 pm for announcement during the 10:00 pm news broadcast. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic

Article 2 – School Day

assessments of conditions during the night and will decide early in the morning (by 6:00 am, if possible). In some instances, schools will be open, but certain services may be canceled (bus transportation, student activities).

Announcement: Announcements will be made to the news media when school will be closed. This includes, but not limited to: Radio Stations: KFAB, KHUB; Television Stations: KETV, KOLN, WOWT; District Alert System (phone call or email from the school's alert system).

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. *Parents should have a plan to accommodate these circumstances.*

Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. If no notification is made the absence will be considered unexcused. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not to Do: Parents should not attempt to come to school during a tornado warning. *School officials are not permitted to release students from the school building during a tornado warning.* Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions: The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law throughout the school year. There are plans for the Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 4 Open-Closed Campus

Cedar Bluffs Middle and High School has a **closed campus**. All students are required to remain on campus during the school day.

Students will not be allowed to leave during lunch to go home and retrieve forgotten items without parent permission. Parent's MUST call the school. Text messages will not be accepted. Students will be given 2 requests to go home and retrieve forgotten materials per semester. Beyond that it will be at the discretion of the school and students will risk accumulating an absence if they leave. If students leave without permission from the school, they will be considered truant and will follow disciplinary actions. The goal of this policy is to teach our students to become responsible members of society.

Section 5 Supervision Responsibility

Arrival at School/Dismissal from School: Students who need extra help from a teacher may enter the building at 7:30 am and must check into the office before going anywhere in the school. All other students are expected to arrive at school no more than 15 minutes prior to the first class or school program in which they are participating. *Prior to that time, the school is not responsible for supervision of the students.* Students are to enter through the South entrance and proceed to their designated area or class.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. *The school is not responsible for supervision of students once the students are to have left school grounds. Students will be asked to leave the*

Article 2 – School Day

school's grounds until 4:00 each day. If they choose to come back, we recommend supervision as we will not provide supervision and are not responsible for any accidents that may occur.

If students are present on school grounds, while the After-School Program is in session during the times of 3:30 – 5:30, the staff can have unsupervised students leave school grounds. The ASP is considered a school function and unsupervised children are not the responsibility of the after-school staff.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child in and Out of School: Students are required to sign in and/or out of school if they are entering after their first class or leaving prior to their final class. There must be parent/guardian notification of students leaving early or coming in late. The sheet for signing a child in and /or out of school is located on the front counter of the high school office. If a child is being signed out, the school secretary will give the student an advanced make up pass to indicate to the teacher that the child is leaving. Parents/Guardians are not allowed to go directly to the classrooms. The parent/guardian must report to the main office for the purpose of picking up their child. The schools will only release children to adults designated by the parent.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the principal and provide the principal with a copy of that order to maintain on file at school.

Supervision at Dismissal: Students who leave before the end of the day need to follow the sign in/out procedure listed above or need to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Procedures: Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. If parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents. It is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available, in the event of an early dismissal. The child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 – Use of Buildings and Grounds

Section 1 Visitors

Parents and guardians are welcome at any time. However, to maintain a safe and orderly environment, all visitors during regular school hours are requested to plan their visits and contact their child's principal to ensure the learning environment is not disrupted. All visitors must immediately report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. If you are in the building without signing in and wearing a visitor's pass you will be directed to obtain one.

Section 2 Smoke-Free Environment

All of our buildings and grounds are e-cigarette, smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy and Nebraska's Clean Indoor Air Act.

Section 3 Care of School Property

Students are responsible for the proper care of all books, equipment, electronic devices, 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. Fines are determined on books and electronic devices according to the following criteria:

Textbooks:

Lost Book	Replacement Cost of Book
Missing one or both covers	Replacement Cost of Book
Loose Cover	\$1.00
Missing Pages	\$.50 per page (up to replacement costs)
Torn Pages	\$.25 per page (up to replacement costs)
Marks that Cannot be Erased	\$.25 per mark (up to replacement costs)

Electronic Devices:

Damaged Screen	Cost to fix (up to \$250 deductible)
Missing Keys	Cost to fix (up to \$250 deductible)
Scratches/Dents	Cost to fix (up to \$250 deductible)
Downloading Games/Unauthorized Material	\$25 per incident
Missing Power Cords	Replacement Costs (up to \$40)
Miscellaneous Damages	Cost to fix (up to \$250 deductible)

School issued items that are stolen or damaged from unlocked lockers are the responsibility of the student whom they were issued. Students must pay all fines before they can participate in extracurricular activities, receive school publications, and final grades.

Section 4 Lockers

Each student will be assigned a locker. Students are to use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are responsible for the cleanliness inside their locker and the door of their locker. The school will provide students a lock for their PE locker. If the lock is lost, a replacement fee of \$5.50 will be charged. Students using their own lock may NOT use a lock that requires a key to open it. Combination locks must be used, and the combination has to be given to the PE teacher. Make sure that your locker is locked whenever you are out of the locker room; this ensures nothing will be taken from your locker. The school will not be responsible for lost or stolen items. Do NOT alter the locking mechanisms on lockers or combination locks in any manner. Students are expected to keep all books, academic supplies, etc., in their assigned hall lock and all PE clothes, athletic wear, etc., in their gym locker. Students may be assessed a fine for damaged lockers. Students

Article 3 – Use of Buildings and Grounds

are to clean out their hall and PE lockers at the end of the academic school year. Items left in lockers following the end of the academic school year will be donated.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, electronic 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 at 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. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and grounds, 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. 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.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not

Article 3 – Use of Buildings and Grounds

apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Cell Phones

Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 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 safe keeping. Even then, the school is not able to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items that are not claimed will be donated.

Section 12 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

Section 13 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance

Under Nebraska law the district may not use school funds to provide general student accident or athletic insurance. The district recommends that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office.

Section 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours following the event.

Section 16 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law

Article 3 – Use of Buildings and Grounds

governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, new reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular punctual student attendance. New students must be enrolled by a parent or legal guardian.

Section 2 Attendance and Absences

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

1. Excused Absences : Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval.. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family.
 - b. Illness accompanied by a doctor's note.
 - c. Doctor or dental appointment, must be accompanied by a note from the office noting the time and date the student was seen.
 - d. School sponsored activities.
 - e. Other absences which have received prior approval from the Principal.
2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

The principal has the discretion to deny approval depending on circumstances such as the student's absence record, the student's academic status, and the tests or other projects which may be missed.

- Cedar Bluffs Public School District complies with attendance provisions found in state law.
- Regular attendance at school is the responsibility of the student and the parent. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instruction program and to develop habits of punctuality, self-discipline, and responsibility. Parents of school age children are required by law to see that those children attend school regularly.
- Daily attendance is important for the following reasons: Daily discussions contribute a significant amount of the background knowledge essential to any course which cannot be made up if missed and a regular attendance pattern will create a degree of responsibility on the part of the students that will continue throughout life.
- Thus, regular attendance promotes both academic development and growth.

Parental Verification Procedures: Parents are asked to call in their son or daughter's absence to the school office before 9:00 am on each day of absence. An answering machine will take calls from parents whose employment requires them to leave town before school begins. Collect calls are accepted. The school will attempt to contact parents if no call is received, and a student is absent. Should no such contact be established on the day of absence, the student must bring a parental note upon his or her return to school. Parent calls or notes must include a reason for absence. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent will be marked "not notified." Absences will only be excused with a valid doctor's note, school activity, or administrative excused.

Students will not be allowed to leave during the school day to go home and retrieve forgotten items without parent permission. Parent's **MUST** call their students designated schools. Text messages will not be accepted. Students

Article 4 – Attendance

will be given 2 requests to go home and retrieve forgotten materials per semester. Beyond that it will be at the discretion of the school and students will risk accumulating an absence if they leave. If students leave without permission from the school, they will be considered truant and will follow disciplinary actions. The goal of this policy is to teach our students to become responsible members of society.

Section 3 Absence Procedures

A student will not be allowed to enter class after an absence until a tardy slip is received from the office, based upon a written or verbal parental excuse, or a conditional tardy slip, is issued by the Principal's office.

Section 4 Make-up Work

Students who have make-up work, incomplete work, late work, missing work, or work to be redone within a given week will have the opportunity to complete and earn credit for their assignment. In the event of an absence, the student has the responsibility to contact their teacher regarding any work they missed and arrange for when it is due, general two school days for each day missed

The teacher has specific policies related to his/her classroom regarding re-do's and late work.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. For any absence, two school days will be allowed to make up the work for each day missed, with a maximum of 10 days allowed for makeup work. (For example, a student is absent Monday. The assignments are due at the beginning of each class period on Thursday). If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted no later than 9:00 am on the day of absence.

If for any non-school reason a student knows in advance that they will be absent from school, it is his/her responsibility to obtain an advance absence form from the office, show it to all of his/her teachers, and collect any assignments he/she needs to complete.

If a student misses class due to suspension, it is the responsibility of the student to complete work. Make-up workdays will not be grated. Teachers will keep students up to date through email and Canvas.

Section 5 Attendance is required to participate in Activities

On the day of a contest, performance, or other activity, the participant must be in attendance for the full day. A student who is not in attendance for the full day is ineligible to participate in the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance for an absence. Going home ill and then returning to play in the contest later that day will not be allowed. The Principal/Athletic Director retains the right to grant participation should exceptional circumstances prevail.

Ineligible students cannot ride the activity bus to away from home games if the bus is leaving before the end of the school day. However, ineligible students may ride the activity bus to away games if the bus leaves after the school day is over.

Please refer to the Activities Handbook for further information.

Article 4 – Attendance

Section 6 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

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 aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent 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 remediate the child's truant behavior.

Excessive Absenteeism: Students who accumulate seven (5) absences in a quarter or (7) in a semester 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:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. 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.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the 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 truancy problem.

Reporting Excessive Absenteeism to the County Attorney: The school will report excessive absenteeism to the county truancy officer. The school may also report to the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. *Nebraska State Statute 79-201*. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 4 – Attendance

Section 7 Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or area and attentive in their assigned area when the bell for their class rings. Students have sufficient time between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students who are twenty or more minutes late to school will be counted as truant. Penalties for athletic/activities participants who are absent for the first full period result in the student being ineligible to compete in that extracurricular activities, competition, or game.

Student Consequences for Tardiness: If a student is late to class, they are required to receive a tardy slip from the office prior to going to class. If a student misses 20 minutes or more of class time, they will be counted as an unexcused absence for that class.

After a student's 3rd tardy in a week, they will be required to attend Wildcat Reflection after school the following week.

If a student receives 5 tardies in a week, they will be deemed ineligible for sports and activities for the following week. This includes games, performances, and field trips. Students with excessive tardiness will be turned into the Saunders County Arrive Program and subject to their policies and procedures.

Section 8 Leaving School

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students will be given 2 requests to go home and retrieve forgotten materials per semester. Beyond that it will be at the discretion of the school and students will risk accumulating an absence if they leave.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Article 5 – Scholastic Achievement

Section 1 Grading System

The faculty and administrators have provided a wide choice of subjects and attempt to adapt the subject to the individual student's abilities and interests. It is their hope that each student will find the type of courses in which he/she has interests and that are adapted to his/her abilities. A syllabus of class requirements will be given by all teachers the first day.

Many factors enter a student's progress and directly affect their grade. Chief among the controllable factors is the student's extent of effort. Other factors affecting student grades are ability, interest, study habits, health, attendance, outside interests, and previous preparation. Student effort remains by far the most important controllable factor in education. Low achievers seldom make the most of this factor.

Grading and Reporting Periods: The reporting period for grades 6-12 shall consist of 2 progress reports sent home at approximately the sixteenth period of instruction. Semester and final tests will be given to grade 6-12 in all classes, unless other arrangements are made with the administration.

Grading Scale: For grades 6-12, the grading scale shall be as follows:

GPA	Percentile	Letter Grade	GPA	Percentile	Letter Grade	GPA	Percentile	Letter Grade
4.0	95-100	A	2.9	84	B	1.8	73	C
3.9	94	A	2.8	83	B	1.7	72	C
3.8	93	A	2.7	82	B	1.6	71	C
3.7	92	A	2.6	81	B	1.5	70	C
3.6	91	A	2.5	80	B	1.4	69	D
3.5	90	A	2.4	79	C	1.3	68	D
3.4	89	B	2.3	78	C	1.2	67	D
3.3	88	B	2.2	77	C	1.1	66	D
3.2	87	B	2.1	76	C	1.0	65	D
3.1	86	B	2.0	75	C	0.0	64 & Below	F
3.0	85	B	1.9	74	C			

All percentages will be rounded to the nearest whole number.

Grade Point Average: It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade Point Average (GPA) shall be maintained for the 9th – 12th grades. Courses taken prior to 9th grade may be considered for GPA purposes with administrative approval.

Pass/fail grades will be assigned to those courses in which students are granted credit but will not calculate into the grade point average. Credit for pass/fail courses may be capped at the discretion of the administration.

A student may take a college course for high school credit and that class would count towards the student's GPA. However, the student must declare their intent of taking it for high school credit prior to the state of the course and only one college class per year will count toward high school credit with administrative approval.

Only dual-credit courses will be weighted on high school transcripts.

Ranking: Class rank is maintained for the 9th through 12th grades. To be considered for class ranking and any honors or awards which are based on class rank or GPA (e.g., valedictorian), students must complete a minimum of three

Article 5 – Scholastic Achievement

(3) semesters of attendance at Cedar Bluffs Public Schools. To receive a diploma from Cedar Bluffs Public Schools, students must complete at least 30 credit hours of courses taken at Cedar Bluffs Public Schools and students who have transferred from a school which is not accredited or approved must earn a minimum of two years' credit in an approved or accredited senior high school, with the final semester's credit being earned in this school district.

Class ranking is based on overall GPA as calculated.

Credit for High School Courses: For high school courses, a student shall receive credit toward graduation for courses in which the student earns a semester average of 65 or above.

The Superintendent or designee shall implement standardized transcripts in accordance with State law.

Honors – High School: The student with the highest and second highest GPA over their four years will be declared Valedictorian and Salutatorian respectfully each receiving a medallion indicating distinction.

Upon Graduation, students will be awarded "honor cords" accordingly:

RED: Cum Laude (With Honor): 3.5-3.7 Simple GPA

BLUE: Magna Cum Laude (With Great Honor): 3.8-3.9 Simple GPA

RED/BLUE BRAIDED: Summa Cum Laude (With Highest Honor): 4.0 Simple GPA

GOLD: National Honor Society

Right to Appeal Academic Grades: Parents/Guardians shall have the right to request a review of any grade given to a child. The first appeal should be made to the child's teacher. Final authority for a grade rests with the student's principal. The principal's decision may be appealed under the Student Grievance Policy.

We report all grading percentages to colleges; each college will then convert into GPA. Grading is based on criteria identified in the syllabus of each course. The grade should reflect a measure of what you have learned or have accomplished during the course. Grades will be figured on work completed after this time. No incompletes will be given at the end of the semester, as all course work must be completed by the end of the last semester.; any exceptions to this standard will be determined by school officials. Seniors must have all work completed by their last day of school, unless prior arrangements are made. For all Core Classes, (English, Math, Social Studies, and Science) students will be given assignments, and both summative and formative assessments. Summative assessments will be calculated as 60% and formative as 40% of the student's grade. Also, all assignments and tests will be completed by the teachers' deadlines, or their grade may result as a zero. Vocational classes will be using a rubric for scoring grades, with addition to summative and formative assessments.

Section 2 High School Yearly Course Requirements

Freshman – English 9, Algebra, Physical Science, World History, Information Technology, Intro to Shop

Sophomore – English 10, Geometry, Biology, World Geography, Intro to Health

Junior – Algebra 2 or Consumer Math, Chemistry or Environmental Science, English 11, American History,
ACT Prep

Senior – English 12, Government, Economics, Personal Finance

Students will also be required to take elective courses that consist of physical education, art, foreign language, technology, skilled and technical services, family consumer sciences.

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Cedar Bluffs Public Schools Diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other

Article 5 – Scholastic Achievement

administrative requirements or conditions. The principal will receive and approve student speeches to be given at commencement.

Each semester is worth 5 credits. To participate in commencement exercises or receive a Cedar Bluffs Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Cedar Bluffs public schools must accumulate 300 semester credit hours. A minimum of 35 earned semester hour credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education. The total graduation requirements must include the following core curriculum:

English – 40 Credit Hours	8 Semesters
Math – 30 Credit Hours	6 Semesters
Science – 30 Credit Hours	6 Semesters
Social Sciences – 30 Credit Hours	6 Semesters
Technology – 15 Credit Hours	3 Semesters
Physical Education – 20 Credit Hours	4 Semesters
Fine Arts – 20 Credit Hours	4 Semesters
Electives – 115 Credit Hours (Personal Finance Required)	

Ten (10) hours of Community Service per year that is sponsored and approved by Cedar Bluffs Public School is required for graduation.

Substitutions for the above requirements are at the discretion of the administration.

All students will be required to take the above credits during their school career to meet graduation requirements. The following hours are required for classification; 0 – 75 Freshman, 76 – 150 Sophomore, 151 – 225 Junior, 226 and above Senior.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the board shall be included in the minute. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements, but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Credits:

- All classes will earn 5 hours of credit per semester for a passing grade. Any grade below 65 is failing and will earn no credit.
- All correspondence or summer school classes must be pre-approved by the principal.
- Students may take an unlimited number of advanced placement classes.
- Students may only take 5 semester classes that will count towards a deficiency in graduation credits. These must be completed, and the final grade received by May 1st of their senior year.

Mid-Term Graduation: Students may graduate from Cedar Bluffs High School at the end of the first semester if they have met the following conditions:

- Each request for mid-term graduation will be considered individually and will be judged on specific merits.
- The student has acquired the necessary credits for graduation, including the satisfactory completion of the required courses as described above.

Article 5 – Scholastic Achievement

- The request is made by February 1st of their Junior year. The Board of Education is to be informed of the request by the April meeting of each year.
- The request form must be signed by the student and by either parents or guardian.
- The request will be granted only if the student has a definite commitment that he/she has a job, at least a month in advance; to enter the military service; or will be enrolled in a school before the normal graduation date.
- Allowances will be made for extreme emergencies.
- No transcripts will be sent until all procedures of the school are complete. Students are responsible for items checked out to them.

Junior/Senior Work Release/Internships: Seniors, who wish to work during school hours, can be released if he/she meets class hours and graduation requirements. This release must begin during the first week of a semester. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed on file in the office of the principal before work release can be granted.

- The student must carry at least a C average to be eligible for work release.
- Students on work release may not participate in extracurricular activities.
- A student must meet all eligibility requirements to be able to be released from school.
- The employment must be outside the home. Students cannot work for family members.
- Students must leave and return from the school grounds without disrupting the rest of the students and classes. They must sign out every day. During their regular working hours, the student is not to be in the village of Cedar Bluffs or on school grounds unless it is part of their work release or administrative approval has been granted.
- If a student is unable to attend school because of illness, the student should not be at work.
- Students will receive a grade from the completion and quality of work done. The Career Readiness Counselor shall monitor the progress with the employer and student. Students will provide the Principal and Readiness Counselor with a weekly schedule. The work schedule should reflect a start time prior to 3:00 pm.
- Exceptions to these rules may be granted by the principal.

If at any time, the job should cease or place of employment or hours change, it is the responsibility of the student and his/her parents to notify the school immediately and, if this is not done, the work release may be revoked. Work release may also be revoked for failing a class: Students must apply each semester to take part in the work release program.

College Tuition Program: Cedar Bluffs Public Schools will pay up to \$600 per year of a student's college tuition under the following circumstances:

- The students are enrolled in Cedar Bluffs during the entire preceding semester.
- The college course first academically into the student's Four-Year plan.
- The student is a Junior or Senior or has been given administrative permission.
- Students are expected to perform at a high academic level.

Students with a cumulative percent of 75 or above will have his/her college courses paid for prior to the course beginning. Students who receive a failing grade or an incomplete grade will have to reimburse the school 100% of the cost for the tuition.

Cedar Bluffs Public Schools will reimburse students with a cumulative percent of below 75 for the cost of the college tuition once the students have earned a passing grade.

Distance Learning: Cedar Bluffs Public Schools provides opportunities for our students to take offered classes from other member schools. Students must be a Junior or a Senior and have "A" average, or recommendation from a teacher, counselor, or principal in order to take distance-ed and on-line classes.

Article 5 – Scholastic Achievement

Parental Permission: From time-to-time Cedar Bluffs schools will offer instruction or seminars touch upon areas that are considered controversial by the general population based upon family values or religious beliefs. When such types of instruction are offered, prior permission from parents allowing participation by students will be required. Alternative assignments will be offered to students whose parents opt-them out of the instruction.

Physical Education: All students must supply the appropriate apparel for physical education:

- Towels
- Shorts
- T-shirts
- Tennis shoes

College Admission Requirements in Nebraska:

University of Nebraska (UNL, UNO, UNK)

- 4 Years of English
- 3 Years of Mathematics (UNL – 4 Years)
- 3 Years of Natural Science
- 3 Years of Social Sciences
- 2 Years of Foreign Language

State Colleges (Chadron, Peru, Wayne)

- 4 Years of English
- 3 Years of Mathematics
- 3 Years of Laboratory Sciences
- Courses in Foreign Language, Fine and Performing Arts, and Technology.

Private Colleges and Universities (Concordia, NE Wesleyan, St. Mary's, etc.)

- 4 Years of English
- 3 Years of Mathematics
- 2 Years of Laboratory Science

- 3 Years of Social Sciences
- Courses in Foreign Language, Fine and Performing Arts, and Technology.

Community Colleges

High School preparation in the following areas:

- English
- Mathematics
- Science
- Technology

Trade Schools

High School preparation in the following areas:

- English
- Mathematics
- Science
- Technology

Requirements may vary in colleges or universities. Be sure to contact the school(s) you are interested in attending to get specific information.

ACT: Students planning on attending college should take four years of Math, Science, English, and Social Studies; including Algebra II, Pre-calculus, Chemistry, and Physics. This will also help them to prepare for the ACT and Compass Test. A score of 24 or higher on the ACT may lead to an academic scholarship. Research shows that for students to succeed in college, they must take rigorous high school courses.

- School Code: 280425

Article 5 – Scholastic Achievement

Section 4 Promotion and Retention

A junior high student must pass a minimum of 3 out of 4 “core classes” (Math, English, Science, and Social Studies), as well as to demonstrate mastery in the other subject areas.

All junior/senior high school students will be placed at the grade level and in the courses suited to them academically, socially, and emotionally, as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 5 Schedule Changes

Students needing schedule changes should notify the Principal and Counselor. All schedule changes must be within the first week of the semester, unless extenuating circumstances warrant the change. Final approval of all schedule changes will be made by the principal.

Section 6 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student’s performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate. Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student’s academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 7 Report Cards

Report cards are mailed at the end of each semester. Progress for each subject will be to students at the mid-term of each semester. Letter grades are used to designate a student’s progress. A grade of “F” (failing) carries no credit. A grade of “I” (incomplete) received at the end of a grading period must be made up within one week or the student will be making up assignments after school. No incomplete grade will be given at the end of the semester, as all coursework must be turned in by the end of the semester.

Section 8 Parent-Teacher Conferences

Parent-Teacher conferences will be held October 25th and 26th (4-8) the first semester, and March 13th and 14th (4-8) the second semester. You will attend one of these sessions in the fall and one in the spring. Conferences with teachers, at any other time, are possible by calling the school office and planning with the teachers.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined at the end of each semester. Students will be recognized accordingly:

- Students receiving A’s with no grades below an A, will be classified as “A” Honor Roll Students.
- Students receiving A’s and B’s with no grades below a B, will be classified as “B” Honor Roll Students.
- Honor roll lists are published in school and community publications.

Section 10 Fail List

The academic fail list will be released each Tuesday. If a student is failing two or more courses, they are deemed ineligible and they will be required to attend Wildcat Reflection after school until they are passing. Students will also be ineligible in all sports, activities, and field trips for the week following the release of the fail list.

Section 11 National Honor Society

The National Honor Society chapter of Cedar Bluffs Public School is a duly chartered and affiliated chapter of this prestigious national organization.

Article 5 – Scholastic Achievement

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 9th, 10th, 11th, or 12th grades are eligible for membership*. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Kate Chrisman.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students with Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's 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. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Article 6 – Support Services

Section 3 Guidance Services

Cedar Bluffs Public Schools employs a counselor for the purpose of assisting with the District's testing program, to assist with scheduling, to assist students in planning for their future, and for students to discuss problems and resolve conflicts. If you should ever have a concern of any type, such as difficulty with classes, adjusting to high school, questions about various procedures, etc., please contact the guidance counselor.

Section 4 Health Services

Student Illnesses

If at any time during the school day a student feels ill, they may lie down, at the discretion of the staff, in the nurse's room for 15 minutes. At the end of this time, the student may return to class or school personnel will notify parents that the 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 school personnel 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 card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. School personnel may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Kindergarten through twelfth grade are screened for vision, hearing, height, and weight. The screening program also incorporates scoliosis. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school office. Additional physical examination requirements exist for students participating in athletic participation. These forms may be picked up in the school office.

Article 6 – Support Services

Immunizations

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. Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations For 2023-2024 School Year

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 entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th 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 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

Article 6 – Support Services

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 01/26/2018

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice or nits (eggs), and may return to school after they have been treated, and are lice and nit (egg) free, for 24 hours.
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
4. Families are encouraged to report head lice to the school health office.
5. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school. Source: Three Rivers Health Department.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Bus routes are set with safety, economy and ease of operation in mind. All routes may be reversed at semester time to prevent some from always getting on early or getting off late.

Students will be dropped only at designated stops i.e., the parents' home. Students will be let off at other designated stops on the existing route if parental permission is obtained. Drivers are not authorized to change the existing routes except where safety and good judgment dictate. For special situations, please contact the superintendent's office.

If school is dismissed before regular dismissal times due to inclement weather, students will be delivered home unless parents notify us of other arrangements.

Due to full utilization of buses, non-eligible transportation students will need a note signed by the principal in order to ride the bus to assure legal, safe transportation with regular bus students. Please do not assume your child will be

Article 6 – Support Services

transported because they so desire. Cedar Bluffs Schools does not automatically provide service for non-eligible students due to space concerns and increased liability.

Behavior on School Buses

- I. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting on and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. All stops will be from the roadway except those where safety is a question; then conditions warranting, the driver will go into the driveway. If the bus is to enter the driveway, ample room for a turn-around must be allowed. Buses should not back onto any public roadway. Vans must load and unload on private property. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you that it is safe before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any staff member or adult on the bus.
2. Drivers are authorized to assign seats.
3. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Keep your arms, legs and belongings to yourself.
7. Students are expected to help keep buses clean by using trash containers, cleaning their shoes, etc.
8. No fighting, harassment, bullying, intimidation or horseplay.
9. Do not throw any object.
10. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
11. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
12. No radio or similar items without earphones will be used on bus routes.
13. Do not damage the school bus.

- III. **Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Article 6 – Support Services

- IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school. Students may also be required to serve a Wildcat Reflection.

Student Vehicles. Students who drive are to park their vehicles in the parking lot north and east of the school building and leave the vehicle parked until school is dismissed unless special permission is secured from the office. Students are to obtain permission from the Principal before leaving the campus during school hours. This must be for emergency cases only, and the only times that vehicles should be moved during school hours. Students are not to go to their vehicles anytime during the school day without permission. Students seen in any car, except with parents, may be suspended for three days.

Driver's privileges may be forfeited by failure to abide by regulations or by driving practices not conducive to the safety of the driver, his passengers, or pedestrians.

Section 7 – Drug, Alcohol, and Tobacco Use

Section 1 Drug-Free Schools.

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention.

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, if a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 7 – Drug, Alcohol, and Tobacco Use

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol, Tobacco, and Vaping/E-Cigs.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, tobacco, e-cigarettes on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike-controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.
7. Possession, use or distribution of any vaping/e-cigarette product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion. The first violation will consist of an in-school suspension up to 5 days. Further violations will be at the discretion of the school administration.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified if necessary.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

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

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of School 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.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. 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.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will 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.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who

on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means 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 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 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 these rules or in law as permitting or requiring a longer removal, 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the

balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen 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 Principal or the Principal's 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 provided by the Principal or the Principal's designee 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 may with proper consent, upon such return, be evaluated by the school for possible disabilities and may 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.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- 1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- 2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be

modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, 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, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug

paraphernalia, or 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 alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes 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 a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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 (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it 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, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. 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
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security

device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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 item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the 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 limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the 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. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Office Referrals: When a student's behavior/conduct in the classroom becomes disruptive to the educational process, they shall be sent to the principal's office. This shall be done to ensure that the education of others in the class is not hampered by the inappropriate conduct of other students. When students are given an office referral they will meet with the principal and the referring teacher. The student will not return to the referring teacher's class until this meeting has occurred.

Students will be given an Office Referral for the following offenses:

- 1. Inappropriate clothing
- 2. Misuse of electronics
- 3. Inappropriate language
- 4. Classroom disruptions
- 5. Bullying
- 6. Disrespect
- 7. Cheating/Plagiarizing
- 8. Bus Misconduct
- 9. Circumstances deemed necessary by staff member

Parents will be notified of an office referral via email from the referring teacher.

Wildcat Reflection: Students may be assigned a Wildcat Reflection due to infractions of school rules, excessive tardiness, and/or excessive failing grades/missing homework. Wildcat Reflection is held every day after school beginning at 3:30 and ending at 4:30. Transportation will not be provided for Wildcat Reflection. It is important to make arrangements prior.

If a student receives a third Wildcat Reflection for behavior they will also serve a one-day in-school suspension. Should a student receive Wildcat Reflections beyond the three a meeting between principal, student, and parent will be held to discuss further action.

If a student chooses not to attend an assigned Wildcat Reflection they will serve a one-day in-school suspension and be required to attend the next Wildcat Reflection. Should a student continue to skip Wildcat Reflection, a meeting will be held with parent, student, and principal to discuss further action.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

- (iv) Use of Other Student to Take Test. Having another person take

- one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by

another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices/phones

- a. Philosophy and Purpose. The District 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.

- (1) "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.

- (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- (i) Displays sexual content, including erotic nudity, any display of genitalia,

- unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

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 (d)(1). 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) Prohibited Use of Electronic Devices: Students shall not use electronic devices 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; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) 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) Disposition of Confiscated Electronic Devices: Electronic devices possessed or 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.

(i) 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 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 such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) 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 and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) 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, 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 such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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.

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.

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 and a conference between the student and school 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.

First Violation:

The first violation of misusing the device will result in the student's computer being "locked down" for two weeks. Meaning that the student will only be allowed to access necessary programs for the completion of classwork.

Second Violation:

The second violation of misusing the device will result in the student's computer being "locked down" for one month. Meaning that the student will only be allowed to access necessary programs for the completion of classwork.

Third Violation:

The third violation of misusing the device will result in the student's school issued electronic device being confiscated. The student will be required to use a classroom computer for the completion of their classwork.

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. For more information regarding the policies and procedures for 24/7 learning please refer to the Policies and Procedures handbook over 24/7 learning.

Personal Mobile Devices

The widespread ownership of mobile devices such as cellphones and smartwatch technology among young people requires that the school, teachers, students and guardians take steps to ensure that mobile phone/smartwatches are used responsibly at school. This Responsible Use Policy is designed to ensure that potential issues involving mobile

devices can be clearly identified and addressed. This will ensure the benefits that mobile devices provide can continue to be enjoyed by our students while at the same time ensuring they do not interfere with learning.

Students and guardians must read and understand the Responsible Use Policy as a condition upon their child being granted permission to bring/use their mobile device to school. **This is done by students and guardians signing the student handbook receipt form.**

We understand that mobile phone/smartwatches and other mobile devices are owned by a significant number of students and recognize the need for parents to give their children mobile phone/smartwatches to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone, or commuting to school.

It is the responsibility of students who bring mobile phones/smartwatches and other devices to school to abide by the guidelines outlined in this document. The decision to provide a mobile phone/smartwatch to their children should be made by parents. It is incumbent upon parents to understand the capabilities of the phone/smartwatch and the potential use/misuse of those capabilities.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. 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.
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
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.

H. Anti-Bullying Policy:

One of the missions of the District is to provide safe and secure environments for all students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to

expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race (including skin color, hair texture and protective hairstyles), or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

(4) Initiations, Hazing, Secret Clubs and Outside Organizations (Policy No. 6284)

- (a) Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

- (b) 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.

- (c) Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

- (d) Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

(7) Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other

rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(8) Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship

officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to following these common sense guidelines.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The Cedar Bluffs Public Schools does not discriminate based on race, color, national origin, sex, age, marital status, religion, or disability 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	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The coordinator may be contacted at: 110 East Main Street, P.O. Box 66, Cedar Bluffs, NE 68015, (402) 628-2060.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Cedar Bluffs 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: Cedar Bluffs 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, the Cedar Bluffs Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability, or age 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, religion, disability, or national origin 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 workplace, classroom, or educational environment.

Sexual harassment may exist when:

Article 10 – State and Federal Programs

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, classroom, 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 Cedar Bluffs 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.

Section 4 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.

Section 5 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.

Article 10 – State and Federal Programs

3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and 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 plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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 to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants, and volunteers are permitted to have access to education records where

Article 10 – State and Federal Programs

they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

The district forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. 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: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the district designate any or all those types of information about the student as directory information. The period within which a parent or eligible student must notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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 designates such student work as directory information and 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 Cedar Bluffs Police Department as the District's "law enforcement unit" for purposes of (1) enforcing 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 Military Recruiters

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.

Article 10 – State and Federal Programs

The district will comply with any such request.

Section 8 Combined District and School Title I Parent and Family Involvement (Policy No. 6410)

[Name] Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- ❖ Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- ❖ Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- ❖ Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- ❖ Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- ❖ Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- ❖ Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- ❖ Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Section 9 Student Privacy Protection Policy

It is the policy of Cedar Bluffs 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

Article 10 – State and Federal Programs

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 regarding 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 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 regarding 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 data 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.

Article 10 – State and Federal 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 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.

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:

Cedar Bluffs 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.

Article 10 – State and Federal Programs

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.

Section 11 Homeless Students

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in

Article 10 – State and Federal Programs

circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination

Article 10 – State and Federal Programs

activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - Are enrolled in school which includes attending classes and participating fully in school activities;
 - Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge 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 within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Article 10 – State and Federal Programs

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 the Nebraska Commissioner of Education 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.

Article 10 – State and Federal Programs

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 Pregnant and Parenting Students

[Name] Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is

Article 10 – State and Federal Programs

private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Section 13 Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Section 15 Breakfast and Lunch Programs

The Federal School Food Service program regulations forbids any competitive food or beverage service to be in operation one-half hour before the lunch period and one-half hour after this period of time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are not allowed to order fast food by delivery during the noon hour.

National School Lunch Program and School Breakfast Program

The district has agreed to participate in the National School Lunch Program and the School Breakfast 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:

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in

Article 10 – State and Federal Programs

or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability, and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs. 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

NEW Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Dismissal from breakfast or lunch will be on a rotational basis depending on who is on supervision duty. Lunch/Breakfast count will be taken first period. Those students wishing to bring lunches/breakfast may do so but must eat in the lunchroom. The school board sets lunch, breakfast, and milk prices annually. You may pay for your meals/milk in the High School building either before or after school or between classes until 9:45 am. Payment will not be accepted in the meal line.

Article 10 – State and Federal Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

2022-2023 Lunch Prices						
PK-6th	7 th -8 th	9-12th	Adult	Extra Milk	Extra Main	Salad Bar ONLY
\$3.00	\$3.15	\$3.25	\$4.50	\$0.50	\$1.75	\$3.00
2022-2023 Breakfast Prices						
PK-6th	7 th -8 th	9-12th	Adult	Extra Milk	Extra Main	
\$2.50	\$2.80	\$2.95	\$3.50	\$0.50	\$1.50	

After 2 years of having free meals for students, the USDA did not continue this for the 2022-2023 school year.

Please fill out the Free and Reduced forms if you think you qualify because these also apply to other student fee items and will allow Cedar Bluffs Public School to seek reimbursement. Reminder also, that “seconds” are not included if your child qualifies for free and reduced meals.

All students must be in the cafeteria until the supervising staff member dismisses them.

No students shall leave the school to eat. All students must eat in the cafeteria unless prior arrangements have been made. Students with special reasons may be excused from the closed campus policy. Parents should contact the principal.

Students shall spend their time in the cafeteria. Students are not allowed to be in classrooms unless supervised by a teacher. Students shall not sit in any car during the noon hour.

MEAL CHARGE POLICY

Students and adults are expected to pay cash daily or pay in advance for all food purchases. It is the responsibility of the family to keep their lunch account up to date. We encourage the parents/guardians to maintain their child's account throughout the school year.

The Cedar Bluffs Public School District recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the financial burden to the Food & Nutrition Services Department, the District will enforce the following policy.

Free and Reduced-Price Lunch Students

Free Meal status students will not be allowed to have a negative meal account balance. Free meal status allows a child to receive one free breakfast and lunch every day. À la carte items are not part of the USDA program and are not allowed to be charged.

Reduced-Price Meal status students will be allowed to have a negative account balance up to a maximum dollar equivalent of five (5) days of reduced priced meals or \$3.50. Reduced-priced breakfast is .30¢ and lunch is .40¢. Seconds and À la carte items are not part of the USDA program and are not allowed to be charged.

All Other Students

The lunch attendant will tell the student when he or she needs lunch money soon. When the account hits ten dollars (\$10.00) a low account warning alert will be sent daily until the account is above ten dollars (\$10.00).

Once a student's lunch account hits zero (\$0.00) a courtesy letter along with the low account warning alert will be sent to the family along with this policy to encourage payment.

Courtesy letters, calls and alerts will continue until the account has reached a positive ten dollars (\$10.00). Further Action for Reduced Price and All other Students Accounts in the negative.

Article 10 – State and Federal Programs

Some cases of repeated negative balances may be investigated by the school liaison/counselor or other authorized person to establish eligibility for free or reduced-price meals. Please note that families are encouraged to apply and reapply for Free and Reduced meals as often as needed and as often as their financial situation change.

The school district recognizes that if a parent/guardian fails to provide for the nourishment of her/his child during the school day then this may be evidence of abuse or neglect, and that such failure may therefore constitute grounds for the Building Principal to file a report and notify the Child Protective Services.

Adults including staff members will not be allowed to charge any meals or à la carte items causing their meal account to go into a deficit balance.

The Food & Nutrition Services Department is not required by state or federal law, or by Board policy to provide a meal at no charge to students. Parents are responsible for all meals charged to their child's account. No à la carte snacks, beverages, or second meals may be charged resulting in a negative balance.

After thirty (30) days of any negative balance, collection procedures will be initiated on all negative balance accounts by the Business Manager. If there is no response to letters and after it is judged that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court or turned over to a professional collection agency.

Please remember that we offer PaySchool, an online service that offers you the convenience and information you need to manage your student's meal account to help you ensure that funds are available for your students' nutritious meals. It's fast and convenient for parents:

Create your free account and check account balances online: www.parent.payschools.com or www.cedarbluffsschools.org - clicking on the "menu" at the top of the page then clicking on the PaySchool link at the bottom of the page.

- Monitor student purchases.
- View your student's account balance 24/7.
- Receive notifications when your student's account balance is low.
(Sent via text message, phone call & email.)
- Make payments quickly & easily using a credit card, debit card, or e-check.

ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**I. CONTACT AND PLAN INFORMATION**

Student's Name: _____ **Date of Birth:** ____/____/____
(Month) (Day) (Year)

Health Condition: ☐ Asthma ☐ Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

Mother/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Father/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Student's Doctor/Health Care Provider: _____

Address: _____

Telephone: _____ Emergency Number: _____

Other Emergency Contacts: _____

Relationship: _____

Telephone: Home _____ Work _____ Cell _____

**II. PARENT OR GUARDIAN
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that Cedar Bluffs Public Schools allow the student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the student is provided permission to self-administer medication.

Parent/guardian signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

III. STUDENT AGREEMENT

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others, and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability any in way related to this Plan or my use of the medication.

Student signature: _____ Date: _____

IV. MEDICAL MANAGEMENT PLAN

A. Health care services the student may receive at school relating to Student's Health Condition: See Guidelines (Part V).

B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.

The parents/guardians and the Physician certify that the student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication

- ☐ May have medication in Student's possession at any time.
- ☐ **May** have medication in Student's possession when the health office is not accessible (for example, when the student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
- ☐ **May** not have medication in Student's possession except for emergency use.

2. Self-Administration of Prescription Asthma/Anaphylaxis Medication

- ☐ May self-administer independently and without supervision. The student has had had training and is proficient in self-administering medication.
- ☐ **May** self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
- ☐ **May** not self-administer except for emergency use.

C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.

D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student: See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:

1. The student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the student's own use. For example, the student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply, when necessary, by requesting such from the health office.

F. Student Asthma/Anaphylaxis Action Plan

Student Name: _____

Date of Birth: ____/____/____
(Month) (Day) (Year)**EXERCISE PRECAUTION** - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)☐ Albuterol inhaler (Proventil, Ventolin) 2 inhalations**ASTHMA TREATMENT**Give or self-administer **quick relief medication** when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.**Quick relief medication:**☐ Albuterol inhaler (Proventil, Ventolin) 2 inhalations☐ Pirbuterol inhaler (Maxair) 2 inhalations☐ Albuterol inhaled *by nebulizer* (Proventil, Ventolin)☐ 0.63 mg/3 mL☐ 1.25 mg/3 mL☐ Levalbuterol inhaled *by nebulizer* (Xopenex)☐ 0.31 mg/3 mL☐ 0.63 mg/3 mL☐ 1.25 mg/3 mL☐ May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.**IF SCHOOL STAFF INVOLVED-- CLOSELY
OBSERVE STUDENT
AFTER QUICK RELIEF
ASTHMA MEDICATION IS ADMINISTERED****If after 10 minutes:**

- Symptoms are improved, student may return to classroom after notifying parent/guardian.
- If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student's ability to remain in school for the day.
- ***If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).***

ANAPHYLAXIS TREATMENTGive or self-administer **epinephrine** when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).☐ The student has severe allergies to the following:☐ Epinephrine injection (please specify): _____☐ EpiPen 0.3 mg ☐ Twinject 0.3 mg☐ EpiPen Jr. 0.15 mg ☐ Twinject 0.15 mg☐ May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.**IF SCHOOL STAFF INVOLVED--CLOSELY
OBSERVE STUDENT
AFTER EPINEPHRINE IS ADMINISTERED**

- ***CALL 911 and closely observe the student.***
- Notify parent/guardian immediately.
- Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.
- ***If student does not improve or continues to worsen, INITIATE Nebraska's schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).***

Possible adverse reactions to be reported to physician _____

Special instructions _____

I am the Student's Physician. Student has ☐ Asthma ☐ Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student's Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student's Health Condition at school in accordance with the Plan.

Physician signature: _____

Date: _____

V. GUIDELINES FOR ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN

Term of Plan: The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student's health or prescribed treatment or student's ability to self-manage.

Medications: The parents or guardians are responsible for supplying all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply, when necessary, by requesting such from the health office.

Health care services the student may receive at school relating to Student's Health Condition.

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

Consultations: The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

Permitted Self-Management: Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the student's asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

Student Reports of Self-Administration: The Student shall promptly notify the school nurse, the school nurse's designee, or another designated adult at the school when the student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

Responses to Student Misuse: The possession of medications by Students is a violation of the school's drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the student uses his or her prescription asthma or anaphylaxis medication other than as prescribed or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student's access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the student's understanding of and ability to self-manage Student's Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

Sharing Plan: It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the student, and the coaches and sponsors of extracurricular activities in which the student participates.

Filing of Plan: This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the student is enrolled.

VI. SCHOOL NURSE ACKNOWLEDGEMENT OF ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN

☐ Parent Request and Liability Waiver signed ☐ Student Agreement signed.

☐ Management Plan (including Action Plan) signed by Physician.

☐ Guidelines reviewed with the Student and Parent/Guardian.

☐ Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature:

Date:

DIABETES MEDICAL MANAGEMENT PLAN**I. CONTACT AND PLAN INFORMATION**

Student's Name: _____ **Date of Birth:** ____/____/____
(Month) (Day) (Year)

Health Condition: ☐ Diabetes type 1 ☐ Diabetes type 2 (For this Plan "Health Condition" means diabetes)

Mother/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Father/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Student's Doctor/Health Care Provider: _____

Address: _____

Telephone: _____ Emergency Number: _____

Other Emergency Contacts: _____

Relationship: _____

Telephone: Home _____ Work _____ Cell _____

**II. PARENT OR GUARDIAN
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that Cedar Bluffs Public Schools allow the student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Diabetes Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the student injures school personnel or another student as the result of the misuse of necessary diabetes medical supplies, Parents shall be responsible for all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the student is provided permission to self-administer medication.

Parent/guardian signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

III. STUDENT AGREEMENT

I will use the prescription diabetes medication only as prescribed and as permitted by the Plan. I will not share the medication with others, and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability any in way related to this Plan or my use of the medication.

Student signature: _____ Date: _____

IV. MEDICAL MANAGEMENT PLAN

A. Health care services the student may receive at school relating to Student's Health Condition: See Guidelines (Part V).	
B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition. The parents/guardians and the Physician certify that the student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:	
3. <u>Access to Prescription Diabetes Medication</u> <input type="checkbox"/> May have medication in Student's possession at any time. <input type="checkbox"/> May have medication in Student's possession when the health office is not accessible (for example, when the student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office. <input type="checkbox"/> May not have medication in Student's possession except for emergency use.	
4. <u>Self-Administration of Prescription Diabetes Medication</u> <input type="checkbox"/> May self-administer independently and without supervision. The student has had had training and is proficient in self-administering medication. <input type="checkbox"/> May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff. <input type="checkbox"/> May not self-administer except for emergency use.	
C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.	
D. Name, purpose and dosage of prescription diabetes medication prescribed for Student: See Student Diabetes Action Plan (Part IV(F)).	
E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition: 4. The student, when permitted to be in possession of medication, will only have the prescription medication that might be needed for the student's own use. 5. The school will store any backup supply needed in accordance with its medication storage procedures. 6. The student may have access to the backup supply, when necessary, by requesting such from the health office.	
<div style="text-align: center;">F. Student Diabetes Action Plan</div> <div style="display: flex; justify-content: space-between;"> <div> Student Name: _____ _____ / ____ / _____ </div> <div> Date of Birth: _____ (Month) (Day) _____ (Year) </div> </div> <p><u>EXERCISE PRECAUTION</u> - Should not exercise (eg, gym class, recess) if blood glucose level is below _____ mg/dl or if moderate to large urine ketones are present</p>	

SUPPLIES TO BE CARRIED BY THE STUDENT
“USE” DESCRIBES PURPOSE, WHEN TO USE & AS RELEVANT, DOSAGE

Use: _____

☐ Blood glucose meter, blood glucose test strips, batteries for meter

Use : _____

☐ Lancet device, lancets, gloves, etc.

Use: _____

☐ Urine ketone strips

Use: _____

☐ Insulin pump and supplies

Use: _____

☐ Insulin pen, pen needles, insulin cartridges

Use: _____

☐ Fast-acting source of glucose

Use: _____

☐ Carbohydrate containing snack

Use: _____

☐ Continuous Glucose Monitor

Use: _____

☐ May carry and self-administer above medications and supplies per Part IV(B) of Medical Management Plan.

Possible adverse reactions to be reported to physician

Special instructions

I am the Student's Physician. Student has diabetes and has been prescribed the medication referenced above. Student can safely and responsibly self-manage Student's Health Condition in accordance with this Diabetes Medical Management Plan. I approve the Medical Management Plan and the Student Diabetes Action Plan and authorize Student to self-manage Student's Health Condition at school in accordance with the Plan.

Physician signature: _____ Date: _____

**V. GUIDELINES FOR
 DIABETES MEDICAL MANAGEMENT PLAN**

Term of Plan: The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student's health or prescribed treatment or student's ability to self-manage.

Medications: The parents or guardians are responsible for supplying any and all prescription diabetes

<p>medications required under the Plan; the school is not responsible for providing the medications. Prescribed diabetes medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new diabetes action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply, when necessary, by requesting such from the health office.</p>
<p>Disposal of Medical Supplies: The student shall be responsible for proper disposal of used syringes and other medical supplies. Used syringes and blood borne pathogen materials shall be immediately placed in a safe receptacle and properly disposed of in accordance with directions of the school health office and school administration.</p>
<p>Health care services the student may receive at school relating to Student's Health Condition.</p> <ol style="list-style-type: none"> 1. Standard health services available to all students. 2. Storage of backup diabetes medication supplies. 3. Individual Health Plan (IHP) for diabetes management may be developed on request.
<p>Consultations: The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.</p>
<p>Permitted Self-Management: Pursuant to the Diabetes Medical Management Plan the Student shall be permitted to self-manage the student's diabetes condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.</p>
<p>Student Reports of Self-Administration: The Student is not required to report self-administration when the student has self-administered prescription diabetes medication pursuant to the Plan. The school health office will maintain a log of self-administration reports upon request of the parent or guardian.</p>
<p>Responses to Student Misuse: The possession of medications by Students is a violation of the school's drug and student conduct policies and may result in an expulsion from school. To the extent this Diabetes Medical Management Plan permits the Student to be in possession of prescribed diabetes medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the student uses his or her prescription diabetes medication other than as prescribed or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student's access to such medication unless the school determines that the student has endangered himself, herself, or others through the misuse or threatened misuse of such medical supplies. It is agreed that in the event of any such misuse a re-evaluation of the student's understanding of and ability to self-manage Student's Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.</p>
<p>Sharing Plan: It is agreed that this Diabetes Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the student, and the coaches and sponsors of extracurricular activities in which the student participates.</p>
<p>Filing of Plan: This Diabetes Medical Management Plan is to be kept on file at the school where the student is enrolled.</p>
<p style="text-align: center;">VI. SCHOOL NURSE ACKNOWLEDGEMENT OF DIABETES MEDICAL MANAGEMENT PLAN</p>
<p><input type="checkbox"/> Parent Request and Liability Waiver signed <input type="checkbox"/> Student Agreement signed.</p> <p><input type="checkbox"/> Management Plan (including Action Plan) signed by Physician.</p> <p><input type="checkbox"/> Guidelines reviewed with the Student and Parent/Guardian.</p> <p><input type="checkbox"/> Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.</p> <p>School Nurse or designee signature: _____ Date: _____</p>

**CONTRACT FOR STUDENTS KEEPING INHALERS
WITH THEM WHILE AT SCHOOL**

I plan to keep my inhaler with me at school rather than in the school health office.

I agree to use my inhaler in a responsible manner, in accordance with my physician's orders

I will notify the school health office if I am having any difficulty with my asthma.

I will not allow any other person to use my inhaler.

I/We understand that monitoring the need, use, effects and possible adverse reactions of this medication remains our responsibility and therefore release Cedar Bluffs Public Schools and it's employees from all liability relating to the dispensation of this medication.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Principal's Signature _____ Date _____

Cedar Bluffs Public Schools

**Over The Counter (OTC) Medication
Parental Permission and Instruction Form**

Name(s): _____ has/have
Permission to take the following OTC medication(s) on an as needed basis:

Note: You must indicate which OTC medication your child/children can take as well as the dose and amount for each child.

_____	Ibuprofen (Advil, Motrin)	200 mg.	_____ 1 or _____ 2	every 4 hours.
_____	Acetaminophen (Tylenol)	325 mg.	_____ 1 or _____ 2	every 4 hours.
	OR	500 mg.	_____ 1 or _____ 2	every 4 hours.

I understand that doses over the amount listed on the label cannot be given without a written order from a licensed healthcare provider (MD, PA, Dentist, Nurse Practitioner, etc).
I will provide any OTC medication for my child/children. Family members may share a bottle.

The above medications may be taken for the following symptoms/complaints: **(Check all that apply.)**

_____	Headache	_____	Back Pain	_____	Menstrual Pain
_____	Muscle or body aches	_____	Other (Please explain below.)		

Other medication my child/children may take with complete directions: (Examples: decongestants, cough medicines, antacids. "Mary may take Sudafed 30 mg. Two every 4 hours if she needs to for a sinus headache. She can take Tylenol with the Sudafed.")

This form will be kept on file for the school year.

I understand that it is my responsibility to notify the school if my child/children become unable to take any of these medications during the school year. I understand that it is my responsibility to monitor the effects of these medications as well as possible side effects/adverse reactions for my child/children.

Parent/Guardian Signature

Date

Revised 6/2003 L. Hardy, RN, MSN

Cedar Bluffs Public Schools
Prescription Medication
Parental Permission and Instruction Form

Date: _____ Student's School: _____

Student's Name: _____ Grade: _____

Parent/Guardians: _____ Home Phone: _____

Work Numbers: _____

Cell Phone Numbers: _____

Please Note: The first dose of a new prescription should be given at home by parent/guardian to observe for any adverse reaction.

Doctor: _____ Dr.'s Phone: _____

Rx #: _____ Pharmacy: _____

Name of Medication including instructions for administration: (For example:
Amoxicillin 250 mg. One by mouth three times per day. Please give at school at 2:00.)

Start date: _____ Completion date: _____

Possible adverse effects: _____

I/we, as parent/guardian of above-named student, request that the designated providers dispense the above-named medication to my child as per the instructions on this form and/or on the prescription. I certify that the medication provided is the medication on the Rx. I/we understand that monitoring the effects and possible adverse reactions of this medication remains our responsibility and therefore release the above-named school and its' employees from all liability relating to the dispensation of these medications to our child. I/we give permission to share medical information/treatment plan with appropriate school personnel. I/we give permission for appropriate school personnel to contact either the medical prescriber and/or the pharmacy if necessary.

Signature of parent/guardian: _____

Date: _____

**PLEASE RETURN WITHIN 3 DAYS AFTER SCHOOL BEGINS
CONSENT FOR TREATMENT**

=====

As parents or guardians of _____, I give consent and authorize, during the school year, for the representative of Cedar Bluffs Schools, to authorize any medical treatment, including any necessary surgery or hospitalization, for my above-named dependent (dependents), for any injury or illness of an emergency nature he/she (they) will incur while participating in any activities at and for Cedar Bluffs Schools by any physician and dentist licensed in Nebraska.

(I) agree to pay and assume all responsibility for all medical and hospital expenses and any services of an emergency nature, and charges for (my) dependent(s).

(I) acknowledge and agree that Cedar Bluffs Schools are not responsible for any medical hospital expenses and charges that are incurred in the medical treatment or hospitalization of our dependent(s).

(Family Physician) (Physician's Phone Number) (Insurance Company)

Signature of parent/guardian: _____ Date: _____

Cedar Bluffs Middle/High School Signature Page

STUDENT NAME: _____

DATE: _____

District Network, E-Mail, Internet, and Other Computer Use Rules

I understand and will abide by the District Network, E-Mail, and Other Computer Use Rules. I further understand that any violation of the regulations is unethical and may even constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Library Checkout Consent

We respect your right to help your student choose reading material. Your student's ability to check out library materials or access their classroom teacher's personal library can be provided freely with your consent by signing below..

Receipt of 2023-2024 Student/Parent Handbook of Cedar Bluffs Middle/High School

By signing I acknowledge the receipt of the 2022-2023 Student/Parent Handbook of Cedar Bluffs Middle/High School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools, and that by signing, as a student, I agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity. And that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment and discrimination.

Extracurricular Activity Transportation

I have read the Extracurricular Transportation Policy and agree that I shall assume all liability for negligently caused injuries or damages and release the school and school officials from any liability for injury or damage resulting from the following situations involving extracurricular activities:

- Where I transport my son/daughter.
- Where I transport other students, or I, as a parent/guardian, give permissions to another adult to transport my son/daughter.
- Where my son/daughter transports himself/herself; or
- Where my son/daughter transports other students to or from a practice or scheduled event.
- Where I or a group of parents or other individuals contract or arrange for transportation and the school does not directly contract for such transportation

Policies

I have read, reviewed, and understand the updated policies listed below. These policies can be found in the Student Handbook.

- Dress Code Policy
- Attendance Policy
- Mobile Device Policy
- Student Discipline Policy

Consent to Test

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rule, and regulations set forth by the Board of Education of Cedar Bluffs Public Schools, and the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Cedar Bluffs Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. Further, I consent to additional drug and alcohol testing pursuant to Board Policy in the event of a positive test. I also authorize the release of information concerning the results of such tests to designated District Personnel.

(Parent/Guardian Signature)

(Date)

(Student Signature)

(Date)