

Nebraska City Middle School 2023-2024

Home of the Pioneers

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Mr. Ethan Pellatz
Principal

THIS PLANNER BELONGS TO:

NAME: _____

PHONE: _____ GRADE: _____

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook.

There are several forms available on PowerSchool that must be read, signed, and submitted no later than August 25th, 2023. These forms are available for review at the end of this handbook.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher or speak with the building principal.

Sincerely,

Ethan Pellatz

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office

that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – “Complaint Procedures”.

MISSION STATEMENT:

“Inspiring a culture of excellence that engages all students in lifelong learning.”



BELIEF STATEMENTS

We believe all students will:

- Be safe, respectful, and responsible citizens
- Thrive in a culturally diverse environment
- Learn through cooperative efforts
- Think and solve problems creatively
- Become technologically proficient
- Develop visionary thinking
- Be life-long learners

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Accidents

The School (School district) will not be responsible for any medical costs incurred by any student who is injured while attending school, any class, any school function on the premises of the school or at any off premises location at any activity authorized or sanctioned by the school.

Attendance / Loss of Credit

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. Parents are obligated to insure that their students attend school every day they are able. The school *will* recognize outstanding attendance with special awards at the end of the school year.

Parents must contact the office of their student's building before 9:00 a.m. on the day the student will not be in school. Students may not call to inform the school of their own absence. The school will telephone parents to notify them when their student is not in school. *If called out for lunch, students need to be back by the end of the lunch period.*

Absences may be excused for reasons of: 1) personal illness (*if Doctor note provided*), 2) family emergencies/events, 3) school activities.

The school district will send parents written notice when a student has accumulated five (5) absences during a semester. A subsequent letter will be mailed home every five (5) absences. A conference (*such as a phone call or in-person visit*) may be held which will include the student, parent, teacher(s) and/or principal/dean of students to review the reason(s) for the absences and the consequences for future absences. The principal may require a physician's verification for absences related to illness.

Each student will be allowed eight (8) absences per semester, (absences due to school-sponsored activities will not be included in this total). *Once a student accumulates 8 absences they may be required to attend Saturday support.*

When students accumulate more than five (5) unexcused absences, the school district may report the student's absences to the county attorney for truancy and/or withhold class credit. A conference will be held which will include the student, parent, teacher and administration to review the reasons for the absences and possible consequences for future absences. *The welfare and safety of our students is a priority and regular attendance is an important factor in meeting this priority.*

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness should contact their teachers to collect and complete assignments in a timely manner. Assignments missed due to illness will be monitored through district grading and assignment resources.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments, *vacations* or school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) complete all class work in advance for any absence that can be anticipated;
- 2) be in attendance ½ day prior to attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences;
- 3) check out of school at the office if leaving school during the school day; and
- 4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) call the appropriate building office to inform the school of the reason for each absence; and
- 2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.
- 3) *ensure students are in attendance whenever possible*

Audio and Video Recordings

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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules.

An exception will be made to this policy if photographs or audio or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Nebraska City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

Books and Supplies

Students must take care of Chromebooks, books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A copy of daily announcements will be made available each day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Safe 2 Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Cell Phones, Pagers and Other Electronic Devices

Students may not use cellular (cell) phones, tablets or other personal electronic devices while at school. Students should not use or have devices on their person during the instructional day (8:05 to 3:32). Exceptions may be made for educational purposes by staff members with permission from the administrator. It is understandable to want to have contact with their child during the instructional day, however, it is necessary for students to be in a safe and distraction-free environment. Students can be reached by calling the building office.

Students are personally and solely responsible for the security of their cell phones and electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy, through possession of their personal electronic device, will have their cell phones or other electronic device, confiscated immediately. Students who refuse to comply will receive consequences for noncompliance. The administration will return confiscated devices to the offending student’s parent or guardian after meeting with the parent or guardian to discuss the violation. Students

who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

A separate Chromebook Handbook will be utilized to spell out all necessary actions related to the use of District provided chromebooks.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Child Abuse and/or Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until their classroom teacher has excused them.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and distraction-free. All students must:

- arrive to class on time;
- be prepared for class with all necessary materials;
- be considerate of others;
- *cooperate* promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Teachers will establish classroom conduct rules which align with the Positive Behavior Schools philosophy of, "BE SAFE, BE RESPECTFUL, BE RESPONSIBLE and *BE RESOURCEFUL*" and promote a productive learning environment.

Closed Campus

Students may not leave the building without permission from the administration and checking out in the office. Once students are on campus for the day, they must stay on campus until dismissed or otherwise released. Students will not be released to anyone under the age of 18. Exceptions to this guideline can be made by the administration only.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The board of education has adopted the following procedures and guidelines to ensure appropriate use of the Internet.

1. **Acceptable Use.** Students may use the Internet for the following purposes:
 - a) Conducting research assigned by teachers.
 - b) Conducting research for classroom projects.
 - c) Accessing information about current events.
 - d) Conducting research for school-related activities.
 - e) Any other appropriate educational purpose.
2. **Unacceptable Use.** Students may not use school computers for the following purposes or do the following things:
 - a) Accessing material that is sexually explicit, obscene, pornographic, "harmful to minors," or otherwise inappropriate for educational uses.
 - b) Engaging in any illegal activities, including the downloading and copying of copyrighted material.
 - c) Participating in electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications on school computers.
 - d) Participating in on-line auctions, on-line gaming or mp3 file-sharing systems including, but not limited to, Napster, Aimster, and Freenet on school computers.
 - e) Disclosing personal information such as their names, school, addresses, and telephone numbers outside of the school network.
 - f) Commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 - g) Publishing web pages that purport to represent the school district or the work of students at the school without the express written permission of the system administrator.
 - h) Erasing, renaming, or making unusable anyone else's computer files, programs or disks.
 - i) Using or trying to discover another user's password. Students and staff shall not share their passwords with fellow students, school volunteers or any other individuals.
 - j) Copying, changing or transferring any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 - k) Writing, producing, generating, copying, propagating, or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance

of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or a similar name.

- l) Configuring or troubleshooting computers, networks, printers or other associated equipment, except as directed by the teacher or the system administrator.
- m) Students may not take home technology equipment (hardware or software) without permission of the system administrator.
- n) Forging electronic mail messages or web pages.

3. **Enforcement**

- a) The school district owns the computer system and monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. Electronic files on the system are treated as school property and are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with district policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- d) District staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

4. **Consequences for Violation of this Policy**

- a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school district policy and rules may result in:
 - 1) Loss of computer privileges;
 - 2) Short-term suspension, long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - 3) Other discipline as school administration and the school board deem appropriate.
- b) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

1. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

- a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
1. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a. Determine whether the complainant has discussed the matter with the staff member involved.
 - 1. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 1. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - 1. All relevant details of the complaint;
 - 1. All witnesses and documents which the complainant believes support the complaint
 - 1. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
1. A complainant who If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

- c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
1. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e. There is no appeal from a decision of the board.
1. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
1. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.

Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team. Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be

submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education. Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education. Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first semester and second semester.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>.

You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

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

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Dress Code/Appearance

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. *Parents and students are encouraged to contact the school if they are in need of appropriate clothing.*

Students are prohibited from wearing, or displaying permanent or temporary body art, with the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, sunglasses, hoods, bandannas (and the like) during the school day
4. Airpods (and the like) will not be worn unless given permission by staff
5. Bare feet (some type of footwear must be worn)
6. Short-shorts, biker shorts, or cutoff shorts
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
11. Pants and shorts worn below the waist so as to expose undergarments (sagging)
12. Pants that drag on the floor
13. Chains hanging or attached to pants or shorts
14. Coats during school hours unless the student has permission from a faculty member
15. Clothing with tears, holes, or a fit that expose undergarments
16. Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.
17. Students are not allowed to use or carry blankets during the school day.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any

class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Emergency Operations

- Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.
- **Threat Assessment:** The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.
- **Safety Training:** Provide information and training to students and staff including, but not limited to:
 - **Evacuate and Bus Drills** - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.
 - **Lockdown Procedures** - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

- **Secure Procedures** – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.
- **Shelter Drill**- The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, THERE WILL BE SILENCE so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the "ALL CLEAR" is sounded. A verbal announcement will send students back to classes.
- **Crisis:** Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Food and Drink Regulations

No open containers may be brought into the building. This includes but is not limited to opened bottles, sports bottles, cups, drinks from restaurants, and other containers that are not sealed. Any food items brought into the building will not be allowed to leave the designated eating area. Special exceptions may be made by the building administration. Water bottles may be used throughout the day but must be empty. Water bottles can be filled at the bottle filling stations within the school.

Students bringing cold lunch must store food in an appropriate lunch bag and store properly in their designated locker so as not to jeopardize the school issued electronic device.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:35 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.15 and adults \$2.15 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 6-8 is \$ 3.40.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will have a regular meal and the account will be charged accordingly.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Students are encouraged to make full use of the guidance services.

Group Disturbance and Walk Away You Get To Stay Regulation:

NCMS administration will incorporate the usage of the "Walk Away" strategy to handle group disturbances and situations between various students. Students will be instructed to "Walk Away" from any volatile situation dealing with groups or individuals and get "To Stay" in school or the regular classroom setting. Students that do not "Walk Away" from volatile situations and continue to be incorporated in such occurrences may be suspended as well as being issued a citation by local law enforcement officials.

Head Lice

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the Director of Student Services, who may be contacted at 402-873-6033.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Immunizations

All students must furnish to school officials proof of adequate immunizations from mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B.

A signed medical exemption is accepted when immunization would be injurious to the health and well-being of the student or member of the student's household or family, but the parents/guardian must submit dates of immunization for all other diseases. A signed religious waiver is accepted when immunization conflicts with the student's personal and sincerely followed religious beliefs. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment.

Students shall be provisionally enrolled so long as they continue to get the required immunizations as fast as medically possible.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as 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 in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or 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 assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the main office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

It shall be the policy of the Nebraska City Public Schools, in the event of a life threatening respiratory emergency to administer medications as directed on the student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility by rescue squad at the family's expense.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the year, the student must pay for it. Students must also pay for any damage they cause to library books.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program.

Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of the contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Students who violate this policy, through possession of personal items, may have their item confiscated immediately. Students who refuse to comply will receive consequences for noncompliance. **The school is not responsible for damaged or lost personal items or equipment.**

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to

the date of entering school. Exceptions to this rule will be based on recommendations from the Nebraska School Activities Association and/or the Southeast Nebraska Health Department.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall make a reasonable attempt to inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Day

The school day typically begins at 8:05 a.m. and ends at 3:32 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Searches

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags. The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time. The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) or metal wands on school property and/or school sponsored activities.

Sexual Harassment

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

Smoking

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Staff Qualifications

Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

1. Guidelines for Clothing Required for Specified Courses and Activities

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

Fees may include:

Band \$10.00

6th Grade Exploratory classes \$10 or

- o Art--\$2.00
- o I-tech--\$6.00
- o FACS--\$2.00
- o Computers - \$2.00

7th Grade Exploratory classes \$10 or

- o Art--\$2.00
- o I-tech--\$6.00
- o FACS--\$2.00
- o Computers - \$5.00

8th Grade Exploratory classes \$10 or

- o 3-D Design--\$5.00
- o Murals--\$5.00
- o Digital Imaging--\$5.00
- o Careers--\$5.00
- o Painting--\$5.00
- o Drawing--\$5.00
- o Computers - \$5.00
- o I-tech--not to exceed \$25.00 (depends upon selection of project)
- o FACS--\$5.00

5. Transportation Costs

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$130.

6. Copies of Student Files or Records

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.10 per page for reproduction of student records.

7. Participation in Before-and-After-School or Pre-Kindergarten Services

The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

8. Participation in Summer School or Night School

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$250.00.

9. Charges for Food Consumed by Students

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades 6-12
 - Regular Price \$2.15
 - Reduced Price \$0.30

- Lunch Program – Grades 6-12
 - Regular Price \$3.40
 - Reduced Price \$0.40

10. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$1000.00

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Passes

Students are not to be out of the classroom during class unless it is necessary or an emergency. Each student will have access to a digital copy of the student handbook and may be provided with a planner at the beginning of each school year or when they enroll in school. The goal of the classroom is to provide a distraction-free learning environment. Students who demonstrate a pattern of leaving the classroom may lose the opportunity to do so if deemed necessary by the staff. Students with documented health needs

may be given exception to the general practices of the classroom environment. Each and every student must have a pass signed by staff prior to leaving the classroom.

Student Records

The Family Education Rights and Privacy Act (“FERPA”) provides parents certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.

If parents believe one of their student’s records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The school district has designated the following as directory information:

Name	Major field of study
Address	Telephone number, including student’s cell number
Date and place of birth	Participation in activities and sports
Dates of attendance	Degrees and awards received
The image or likeness of the student in pictures, videotape, film or other medium	Weight and height of members of athletic teams
Certain class work intended for publication on the Internet	Most recent previous school attended
Classroom assignment and/or Homeroom teacher	E-mail address

Directory information about students may also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high or middle school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to

which they do not wish directory information to be released. This letter must be received by the school district no later than October 1st.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes are made solely at the discretion of the Dean of Students and/or the Principal. Students and parents may contact the school to request a schedule change at any time.

Tardiness

Students are expected to arrive on time for school each day. Students who are repeatedly tardy to school will be referred to the administration. Students tardy to class(es) interrupt the lesson or discussion and generally cause a minor disruption by entering late. Initial instances of tardiness will be handled between the student and the staff member. If the tardies become excessive, the situation will be referred to the office. A student is tardy if he/she is not in the classroom when the bell rings.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours without the express permission of a member of the staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were

threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team should include the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. It should not include parents or board members.] The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a. Rules of Conduct on School Vehicles:

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b. Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c. Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

UNIVERSAL SCREENING The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

Visitors to the Building

Visitors (including parents) are to report to the office when entering the building. As a rule students will not be allowed to visit school unless it is cleared through the office of the principal in advance.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on local media outlets. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

SECTION TWO

ACADEMIC INFORMATION

Grading Scale

Percentage	Grade	Mark Points
97 - 100	1+	4.00
93 - 96	1	4.00
89 - 92	2+	3.50
85 - 88	2	3.00
81 - 84	3+	2.50
77 - 80	3	2.00
73 - 76	4+	1.50
70 - 72	4	1.00
Below 70	5	0.00

Band Enrollment

Band may be added or dropped during the first seven school days of either semester. If band class is dropped at other times it may be recorded as a failing grade. Students may enroll in band class with the permission of the instructor and administration. Band enrollment decisions, after the first seven school days of the school year, will need to be made after contacting the band director, then in consultation with the dean of students and/or principal. As always, communication with the student, the student's family, instructor, and administration are important in making these decisions.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Homework

Classroom teachers will often assign homework. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time expected will fluctuate based on productive use of class time, quantity of assignments, and involvement in school activities. Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the school counselor. Parents who have questions about homework or concerns about class work should first contact the teacher/s with their concerns. Parents should refer to the complaint procedure on page 12-13 if concerns remain.

Honor Roll

The Honor Roll consists of the following:

Bronze Honor Roll:	GPA of 3.00 to 3.49 for the quarter
Silver Honor Roll:	GPA of 3.50 to 3.99 for the quarter
Gold Honor Roll:	GPA of 4.00 for the quarter

Students who earn a 4 or a 5 in any class will be excluded from the honor roll, this includes exploratory classes.

Incompletes

Students are expected to complete assignments within the provided time frame or assigned due date. Students who struggle to regularly complete their assignments may be given additional time to complete these assignments during lunch, outside of regular school hours, or during one of the Saturday support dates. Refusal to complete assignments may result in disciplinary actions for non-compliance or defiance. Students who may require additional time to complete assignments must meet with the teacher to discuss appropriate timelines and support they may need. Students and/or parents should meet with appropriate staff if extenuating circumstances may apply. Assignments and grades must be completed by the end of the grading period for which the assignment was given.

At the end of each grading period (Q1, Q2, Q3, Q4), teachers may give an incomplete to a student whose work for that term is incomplete.

PowerSchool

Parents have the ability to view their child's academic progress through the Internet. Parents can request a username and password for each child that would allow them to monitor homework completion and current grade status. Once this request is made, parents are required to come to school to pick up this confidential information. Due to privacy issues, usernames and passwords will not be mailed, sent home with students, or emailed. Grades will be updated on a regular basis

Promotion Guidelines

Middle school students take a variety of classes. Core classes (Math, English/Language Arts, Science and Social Studies) comprise a bulk of the time in which they are in school. It is the goal that each and every student successfully completes all courses in which they are registered. Nebraska City Middle School staff provides support for the successful completion of course work through our Guidance office, conferences, summer school, homework support clubs and Saturday support sessions as well as before, after, and during school support opportunities. Promotion to the following grade will be based on the

successful passing and completion of the core classes. If a student fails 3 or more quarters, of the available 16 quarters of the 4 core classes, they may receive an academic hearing. Promotion to the following grade will be determined by the academic hearing team. (Parents, teachers, administrators, and student will be included on this team.)

Report Cards

These are given either to the students or parents at the end of each grading period.

Top 10%

Top 10% certificates are awarded to students in the spring of each year and are based upon the grades students have earned for the current school year. Students earning top 10% recognition will be noted at Honors Night.

SECTION THREE

STUDENT DISCIPLINE

Board of Education Discipline Policy:

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

Code of Conduct...I WILL - Be Safe / Be Respectful / Be Responsible / Be Resourceful

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school while using district transportation, at school, during lunch, on the way home while using district transportation, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.

4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

The Student Activity Handbook governs extracurricular activities including athletics, band, chorus, and club activities. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Levels of Unacceptable Behavior

LEVEL ONE:

Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student. The behaviors are addressed by the classroom teacher.

Minimum consequence: Teacher making eye contact with student

Maximum consequence: Detention

LEVEL TWO:

Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others. Will likely result in a recovery room.

Minimum consequence: Verbal redirection by teacher/administrator or Recovery Room

Maximum consequence: In-School Suspension

LEVEL THREE:

Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.

Minimum consequences: Verbal redirection by teacher/administrator or Recovery Room

Maximum consequences: Short-Term suspension

LEVEL FOUR:

Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.

Minimum consequences: Suspension

Maximum consequences: One year out of school

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- Teacher-Assigned Detentions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room or designated area. A student who fails to attend a detention may be given a detention by the teacher or may face additional disciplinary consequences. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Administration-Assigned Detentions will be assigned as necessary, served in the detention room designated by the building principal or dean of students.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under conditions determined by the building principal.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in 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.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the

original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

- 3. 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, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.
- 4. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the 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.

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

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

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

2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes 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 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. 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, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing as defined by state law and this policy. Hazing is defined as 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 in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

In addition, a student who engages in the following 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 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:

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

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

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:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a 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.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

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

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Nebraska City Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school

board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

SECTION FOUR

Activities

Activities-

This activity policy applies to all activities including athletics, clubs, drama, speech, performances, dances etc. **ALL ACTIVITIES.**

STATEMENT OF ACTIVITY PROCEDURES

Definitions

Participant: Any student currently a member of an activity in the Nebraska City Public Schools.

School Equipment

Equipment owned and issued by the Nebraska City Public Schools.

Event

All Sports and athletic events.

Any type of competition, performance, conference or convention to include but not limited to music, speech, drama, plays, musical concerts, Before and After School Clubs, Student Council, Math Counts, etc.

Also a leadership conference, quiz bowl, math, or science contest.

School Dances.

Any type of activity that has Nebraska City Middle School students representing the Nebraska City Public Schools in an individual, small group or large group event, performance or contest.

If the event involved would also impact a student's grade in a class the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment would be determined by the teacher/sponsor and approved by the administration.

Sportsmanship

Sportsmanship involves two things; first, it is skill in or devotion to activities. Second (and equally important), it is a standard of conduct while engaged in activities involving honest rivalry and graceful acceptance of results.

Transportation

STUDENTS WILL RIDE ON SCHOOL TRANSPORTATION (unless other arrangements are made with the principal, sponsor/coach and parent in advance). Unless a coach/sponsor has a more stringent policy, students will also return home on school transportation unless a parent has filled out the necessary forms for alternative transportation. See Activities Director for forms.

Officials

Contest officials should always be treated with respect. At home contests they are our guests and should be treated as such by coaches and players.

Profanity

The use of profanity is evidence of poor sportsmanship and is offensive to squad members, coaches/sponsors and the general public. Its use is not acceptable by students, staff members, or the public.

Practice and Participation:

1--Whenever an athlete is participating in an official practice session of an athletic team, a coach or faculty member must be present.

2--In order to participate in practice or competition, individual participants must have been in attendance in school the preceding one/half day (all of periods 6,7, 8, & 9). If the activity or sport or its departure time is during the school day, the student must be in attendance the four preceding class periods.

3--If the activity or sport or its departure time is prior to fifth period, the Student will be in school that entire day until departure time. Any exception to this rule must have prior approval by the Athletic Director and Principal.

4--If a student misses or is late the morning following a school activity the evening before, he or she will not be allowed to participate in the next contest after the second offense. (EXAMPLE: Tuesday contest – misses or is late on Wednesday. 1st Offense. Thursday contest – misses or is late on Friday. 2nd Offense. Though not necessarily consecutive, the student cannot participate after the 2nd Offense in the next contest.)

School Equipment

1--Each participant has the responsibility for taking care of school equipment.

2--School equipment should not be worn at any time other than at authorized times.

3--The student to whom such equipment was issued must pay for equipment lost or damaged at any time.

4--Students or participants seen wearing equipment belonging to Nebraska City Public Schools will:

--Return such equipment.

--Participant could possibly lose eligibility.

Sportsmanship

Sportsmanship is one of the major goals of the Nebraska City Public School activity program.

Participants and fans are to set a good example of sportsmanship at all times and follow all rules set forth by NCPS and the NSAA.

RULES AND STANDARDS FOR STUDENTS PARTICIPATION IN ACTIVITIES SPONSORED BY NEBRASKA CITY MIDDLE SCHOOLS

Because of the nature of activities and the purpose of activities, the coaches/sponsors of Nebraska City Middle School, along with the Administration and the Board of Education, Believe that the students have an obligation to themselves and to activities which requires high standards of conduct, personal habits and behavior.

Students should understand that the use of tobacco, alcohol and other drugs are harmful to the body and hinder maximum effort and performance. Therefore, students are prohibited from using and/or possessing tobacco, alcohol or other drugs during the times they are representing NCPS. The following

minimum rules and standards, which will govern students participating in activities, have been adopted by the Nebraska City Board of Education.

Academic Activity Eligibility

All students participating in any activities at NCMS will be required to meet the following academic and procedural expectations listed below.

1. In-season academic eligibility will be monitored every week through the normal academic reporting process. (PowerSchool)
2. In any reporting period a student failing any subject/s will become ineligible to compete the following reporting period (week). Students will remain ineligible for one week at a time. If during that one-week of ineligibility students are able to raise their grades they will be eligible to compete the following week.
3. During ineligibility students will still be allowed and expected to attend all practices.
4. In Jeopardy checks are conducted on Wednesday at the conclusion of school.
5. Final determination of eligibility is made on Friday at the conclusion of the school day. If no school is scheduled on Friday, final eligibility will be determined the final day of school that calendar week.
6. Eligibility weeks are from Monday to Saturday.
7. Any student determined to be ineligible will not be able to participate in school-sanctioned activities not related to the curriculum. (ex. Dances, after school clubs, athletics etc.)

Attendance Patterns of Activity Participants

Students participating in activities must observe good attendance patterns at school. Any student in activities that has accumulated detention hours as a result of non-attendance will not be allowed to leave school early to attend games until all attendance detention hours have been completed.

Decorum

All participants in NCMS activities will be expected to maintain a standard of personal conduct, behavior, and appearance that will promote pride in NCMS activities and provide a favorable example to young people within the community who look with admiration toward the student. If this high standard of decorum is violated that student will have to miss the next activity that they would normally participate in (includes games, concerts, plays, etc.).

Activities Participants Standards of Conduct and Sanctions:

Activity participants are to comply with drug, alcohol and tobacco standards of conduct at all times. Participants may also be sanctioned if found guilty of a felony or are found by school administration to have displayed conduct that is detrimental to our school's purpose. This rule applies from June 1 to May 31 as a calendar year. Violations of the standards of conduct shall result in additional sanctions as set forth below. Sanctions will be imposed based upon the next activity the student will participate. Notification of conduct violations will be determined by being cited by a law enforcement professional, personal admittance of a conduct violation, or being observed by a staff member of Nebraska City Public Schools. The Nebraska City Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

Conduct Violation

Possession, use or distribution of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcohol beverages, look-alike

alcoholic beverages, and or drug paraphernalia, the possession, use or distribution of tobacco, tobacco products or look-alike tobacco products, in any form (this includes smokeless tobacco products)... Participants may also be sanctioned if found guilty of a felony or are found by the high or middle school administration to have displayed conduct that is detrimental to our school's purpose.

Minimum Conduct Sanctions

First Violation will result in a suspension from activities for 20% of all scheduled activities. Scheduled activities shall mean all games or activities scheduled by the activities director or principal prior to the start of the individual season. In figuring all contest suspensions, the activities director will round up to the nearest contest. In the event that there are not enough contests left in the individual season to fulfill the imposed suspension, the suspension will carry over to the next sport or activity the student participates in. Suspensions will not carry over from year to year. The District Administration will have final authority in all judgment decisions. The student must continue to attend and participate in all practices during the suspension. Students electing to participate in a diversion program to divert an offense from the court system may write a letter to the school administration requesting their activity sanction be reduced by 50%. This option may be exercised one time.

Second Violation will result in a suspension from activities for 50% of all scheduled activities. Scheduled activities shall mean all games or activities scheduled by the activities director or principal prior to the start of the individual season. In figuring all contest suspensions, the activities director will round up to the nearest contest. In the event that there are not enough contests left in the individual season to fulfill the imposed suspension, the suspension will carry over to the next sport or activity the student participates in. Suspensions will not carry over from year to year. The District Administration will have final authority in all judgment decisions. The student must continue to attend and participate in all practices during the suspension.

Third Violation will result in a suspension from activities, including practices, for the rest of the school year.

Certification of Suspension

Students being in violation of any conduct code as listed above will have to serve the appropriate suspension in relation to their offense. Suspensions will be served during an activity that the student is involved in. For any suspension to be certified as a completed suspension the students must stay with that team or group until their season is over. Voluntary separation from any team or activity during or after any suspension will result in that suspension not being certified by the school administration and thus the suspension will be carried to the next activity that the student participates in. This certification of suspension rule will not allow students to quit or voluntarily separate from an activity as a result of disciplinary actions taken against them for a conduct violation.

Special Regulations by Activity Coach/Sponsor

A coach/sponsor may require additional standards, which are applicable to a certain sport, or activity, provided the standards are approved by the administration and are communicated in written form to the students and their parents before the particular activity begins.

Philosophy

A great activity tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team the student has certain responsibilities to uphold. Our tradition at Nebraska City Public School has been to win so that honor comes to our community, our school and our students. Such a tradition is worthy of the best efforts of all concerned,

the followers, the coaching/sponsoring staff, the participants, and the student body. By participating in the interscholastic program, we hope that all students are able to derive some of the individual values and benefits of the program.

Responsibilities to Yourself:

We like to think of a student participating in activities as being someone special in that certain responsibilities are imposed on him/her. A student participant is one who accepts these responsibilities and broadens them and develops strength of character. Students owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in activities. You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

Responsibilities to the School

By being in activities you have the responsibility to your school to always do your best. Always follow the guidelines that are set forth. By being in activities you are representing your school and your community. You automatically assume a leadership role when you are on an activity team. The student body and citizens of the Nebraska City Community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitudes, both on and off the field.

Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school, by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them observe negative ideals to copy.

Responsibilities of the coach/sponsor

Since there is a great tradition behind activities at Nebraska City Public Schools, the coaches/sponsors feel that they have the responsibility to give the community the best possible team with the available talent each year. Coaches/Sponsors of Nebraska City High School and Nebraska City Middle School are dedicated to this fact, as they are well aware of the tradition that has been built up over the years.

Winning will always be important in every coach/sponsor's mind, but they are well aware of what must be done to win and win in the proper manner.

All coaches/sponsors will follow the

Nebraska Coaches Creed which reads...

I BELIEVE interschool sports (activities) have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to administer them so that their values shall never be questioned.

I BELIEVE the other coaches (sponsors) of interschool sports (activities) are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all that I can to further their efforts.

I BELIEVE my own actions should be so regulated as to reflect credit to this profession.

I SHALL abide by the rules of the games (activity) in letter and spirit.

I BELIEVE proper administration of all sports (activities) offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry over and will aid each one connected with the sport (activity) to become a better citizen.

I BELIEVE in and will support all reasonable moves to improve athletic (activity) conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants. Those of you who want to be a part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic activities at Nebraska City High School.

These guidelines are drawn from the philosophies of the present coaching/sponsoring staff and administration, present participants, existing policies of schools of our size, and from the policies set up by the Nebraska Association of High School Activities.

Dances

When the student leaves the building they will not be allowed to return to the dance. Middle school dances are for NCMS students only. The student dress code will be observed at school dances. Provisions shall be made for formal dance attire but will still be expected to be appropriate and in good taste. Appropriate dancing at dances is required. Dancing that is explicit or sexual in nature will not be allowed.

Student Council

To be considered for a position as a Student Council member a student must:

1. Student Council eligibility will be determined using the same method outlined on page forty (40) in the Academic/Activity eligibility section.
2. Elections will take place in the fall of the current school year.
3. The student will have to make two (2) posters to be displayed in a hallway according to the date set by the Student Council Advisor.
4. Students will write and give a speech detailing why they should be elected to student council, the time they will devote to student council and a project idea for student council to consider.
5. Two recommendations from teachers will be due by the date set by the Student Council Advisor.
6. On a date set by the Student Council Advisor, the classes will meet to vote by ballot for Student Council representatives.
7. Students may be removed from the student council for behavior that does not represent the school appropriately. This decision will be made by the school administration and the student council advisor.

Before and After School Clubs

All students who voluntarily sign up to participate in the 21st Century Before and After School program do so with the understanding that all school rules outlined in this handbook are applicable.

Board of Education	
Mr. Jim Nemec	Board President
Mr. Kent Blum	Board Vice-President
Mr. Jeff Frields	Board Member
Mr. Nick Schmitz	Board Member
Mr. Rob Elson	Board Member
Mrs. Lisa Chaney	Board Member
Mr. Brent Shanholtz	Board Member
Mr. Don Loseke	Board Member
Ms. Stacie Higgins	Board Member

District Administrative Staff:	
Mr. Mark Fritch	Superintendent of Schools
Mr. Jason Hippen	Director of Student Services
Ms. Kate Sherwin	Director of Engagement
Mr. Brian Hoover	High School Principal
Mr. Ethan Pellatz	Middle School Principal
Mr. Scot Davis	Hayward Elementary Principal
Mr. Kris Kaiser	Northside Elementary Principal
Mr. Matt Thompson	High School Assistant Principal/Activities Director

Middle School Contacts:	
Mr. David Purdham	Dean of Students
Mrs. Katie Meredith	School Counselor
Mrs. Jenifer Tietz	Administrative Assistant
Mrs. Jaime Fritch	Administrative Assistant

**Parent and Physician Permission
For Administration of Medication by School Personnel**

Medication should be scheduled to eliminate the need for giving during school hours whenever possible. It is necessary for school personnel to administer the following medication:

Name of Student _____ Grade _____

Name of Medication _____

Amount to be given _____

Time(s) to be given _____

Length of Administration _____ number of days _____ entire school year

If "entire school year" is checked a physician's signature is required

Reason for Medication _____

Significant Side Effects _____

(Parent/Guardian Signature)

(Date)

(Physician's Signature)

(Date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to office personnel.
2. Make sure that the medication is brought to school in its original container and/or packaging.
3. Make sure the container in which the drug is dispensed is marked with the student's name, the drug name, dosage, interval dosage, and date after which no administration should be given.
4. Any medications left at school will be destroyed at the end of the school year.
5. Over the counter medications must be labeled for use of the age of your child.
6. Medications will not be administered past the expiration date.
7. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

Nebraska City Middle School
Title I (2023-2024)
Student-Parent-School Learning Compact

*Parent/Guardian: I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- 1) Provide a quiet place to study each day.
- 2) Spend at least 15 minutes drilling and practicing basic mathematical skills.
- 3) Encourage and praise my child.
- 4) Communicate with the math teacher.
- 5) Monitor Power School.

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

- 1) Do my best at school.
- 2) Ask questions if I do not understand something.
- 3) Check Power School.
- 4) Conference with teachers before, during, or after school.
- 5) Study and prepare for tests and quizzes.
- 6) Ask for extra help if needed.
- 7) Show my work where applicable.

*Teacher: I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- 1) Encourage and praise all children with high expectations.
- 2) Determine each student’s strengths and build on them as well as work to develop the weak areas.
- 3) Offer extra support where applicable.
- 4) Be willing to conference with students before and after school.
- 5) Maintain regular communication with parents and guardians.
- 6) Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards.

SIGNATURES:

Student: _____

Date: _____

Parent: _____

Date: _____

Teacher: _____

Date: _____