

**Be
Responsible**



**Be
Respectful**

**Be
Safe**

Niobrara Public Schools

**2018-19
Student Handbook**

TABLE OF CONTENTS

PAGE No.

TABLE OF CONTENTS	2
WELCOME LETTER	5
FOREWORD	6
TITLE I SCHOOL/PARENT/STUDENT COMPACT	7
TITLE I PARENT INVOLVEMENT POLICY	8
MISSION STATEMENT	9
ACADEMIC ELIGIBILITY/NINTH HOUR	10
ACADMEMIC LUNCH	11
ACTIVITY GUIDELINES	11
ACTIVITY PARTICIPATION AND CONSENT	11
ACTIVITY SALES AND FUNDRAISERS	11
ATTENDANCE POLICY/STUDENT ILLNESS/TARDINESS	12
AUTOMOBILES AND PARKING REGULATIONS	13
SCHOOL TRANSPORTATION AND BEHAVIOR	14
CLASS AND ORGANIZATION PURCHASES	14
CLASSROOM CONDUCT POLICY	15
CLASS STANDING	16
CLOSED CAMPUS	16
COLLEGE VISITS	16
COMPUTER/INTERNET USE POLICY AND EDUCATION	16
DISTANCE LEARNING STUDENT POLICY	18
DRESS AND GROOMING	18, 50, 51
DRUG, ALCOHOL, AND TOBACCO POLICY	19
ENTERING BUILDING	22
EXTRA/CO-CURRICULAR ELIGIBILITY	22
CONCUSSION AWARENESS POLICY	25
FIRE/TORNADO DRILLS AND ROUTES	26
FOOD SERVICE PROGRAM	26
GRADING SYSTEM	27
GRADUATION CEREMONY PROTOCOL	27

GRADUATION REQUIREMENTS	27
HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL COURSES	28
GUIDANCE AND COUNSELING	29
GUN FREE SCHOOLS/WEAPONS POLICY	28
HOMEROOM RULES	29
HONOR REWARDS	30
HONOR ROLL	30
LATE ASSIGNMENTS	30
LIBRARY/MEDIA CENTER	30
LOCKERS	30
NATIONAL HONOR SOCIETY	30
OFFICE OF CIVIL RIGHTS STATEMENT	31
PARENT AND PATRON GRIEVANCE PROCEDURE	31, 38
ANTI-BULLYING POLICY	31
ANTI-DISCRIMINATION, ANTI-HARRASSMENT, ANTI-RETALIATION POLICY	32
PEP RALLIES	39
PHYSICALS	39
PROHIBITED ARTICLES AT SCHOOL	39
RULES AND REGULATIONS	39
SCHEDULE CHANGES	40
SCHOOL CLOSINGS	40
SCHOOL SONG	40
SEMESTER TESTS	41
STEALING/VANDALISM	41
STUDENT FEE POLICY	41
PARENT NOTIFICATION OF TEACHER QUALIFICATION	45
HOMELESS CHILDREN AND YOUTH	45
STUDENT DISCIPLINE/SUSPENSIONS/EXPULSIONS/HEARINGS	45
ACADEMIC INTEGRITY/CHEATING/PLAGIARISM	51
ELECTRONIC DEVICES	53
INAPPROPRIATE DISPLAYS OF AFFECTION (IPDA)	55
SPECIFIC RULE ITEMS	55
LAW VIOLATIONS	56

DUE PROCESS	56
TELEPHONE	57
TITLE IX	57
TYPES OF CONDUCT, WHICH ARE, PROHIBITED	58
VISITORS	58
WEEKEND AND WEDNESDAY NIGHT ACTIVITIES	58
HEALTH AND WELLNESS POLICY	59
DATING VIOLENCE POLICY	63
PREGNANT AND PARENTING STUDENTS	64
MARRIED STUDENTS	66
PERMISSION TO ADMINISTER MEDICATIONS	67
NIOBRARA PUBLIC SCHOOLS SIGNATURE FORM	68

*****THE LAST TWO PAGES IN THE HANDBOOK MUST BE SIGNED OR INITIALED WHERE NOTED AND RETURNED TO SCHOOL BY AUGUST 24, 2018 OR STUDENT WILL HAVE COMPUTER PRIVILEGES SUSPENDED UNTIL ALL FORMS ARE COMPLETED.**

NIOBRARA PUBLIC SCHOOLS
247 North Highway 12
P.O. Box 310
Niobrara, NE 68760

Dear Parents/Guardians:

We are asking your help as parents/guardians to support our school system in trying to teach students about the rules and regulations that govern our district. **Each student will receive a condensed copy of the Student Handbook the first day of school. The full version of the student handbook is available at <http://www.niobraraschools.org>. If you would like a hard copy please fill out the form below and return it to school and we will provide you with one.** This handbook provides basic knowledge and rules for the upcoming year at the Niobrara Public School District. We feel that this handbook is so important that we are asking you to read through it with your child(ren) and return the signed acknowledgement form by **August 24, 2018**. This form is found at the back of the condensed handbook, behind the form on student medications, which also needs to be completed and returned to the school. You will notice that the format of this form requires the acknowledgement of receipt and understanding of several specific sections contained within the handbook. This was developed in an attempt to reduce the amount of paperwork required from parents. Additionally, this allows parents to retain copies of these sections for future reference. **A signed copy of this form must be present in the office prior to your son/daughter participating in any extra-curricular activities or having access to the computer network.**

Please ensure your child(ren) understand our rules at school. If you have any questions about the student handbook, feel free to contact the school at your convenience.

Elementary School (Mrs. Sandoz):	857-3323
High School (Mrs. Guenther):	857-3322

We wish to thank you for your continued support of our school system and our efforts to provide the children of our school district with the best education our resources allow us to provide.

Sincerely,

NIOBRARA BOARD OF EDUCATION

*Please sign and return this portion to school if you do not have access to the internet or would prefer a hard copy of the student handbook.

Yes, I _____ would like a hard copy of the student handbook sent home
(NAME)

with my student, _____.
(NAME)

FOREWORD

The school is a community with rules and regulations, and those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and compliance with school rules. Without discipline, the school cannot fulfill its responsibility for the development of citizenship. Without discipline, students cannot realize their greatest opportunities for personal growth.

The school has a shared responsibility to help the parent educate, lead, and when necessary, discipline their child. In the final analysis, however, these basic responsibilities rest with the parent and the school should never be reluctant to insist that the parent accept their role.

The information contained in this booklet is designed to give you some guidelines about what is expected of you as a responsible student at Niobrara Public Schools. Please study this handbook carefully. It would be an impossible task to write a rule for everything that happens. Therefore, **the most important rule is that all students are expected to conduct themselves in a reasonable manner at all times.**

The image you present is long lasting. It is a reflection on you, your family, and your school. Make that image a positive one and remember, what you do today will echo in eternity.

Niobrara Public Schools Title I Parent-School Learning Compact 2018-2019

Teacher:

It is important that students achieve. All teachers agree to do the following:

1. Provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.
2. Regularly communicate with parents on their child's progress.
3. Provide a safe, positive, and healthy learning environment for the children.
4. Demonstrate professional behavior and positive attitude.

Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff to support and challenge my child.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. See that my child has the necessary supplies needed throughout the school year.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

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

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 2018

NIOBRARA PUBLIC SCHOOLS

MISSION STATEMENT

**THE MISSION OF THE
NIOBRARA PUBLIC
SCHOOLS IS TO EQUIP
ALL STUDENTS TO
SUCCEED IN A
COMPLEX CHANGING
WORLD.**

ACADEMIC ELIGIBILITY

To participate in athletic or school sponsored events or activities, students must be in good academic standing and must meet the requirements of the Niobrara Public School District. The eligibility guidelines are as follows:

- Teachers will submit current grades to the office every Downlist Day by 8:00 a.m. If the Downlist Day lands on a day where there is not school, it will take effect the following morning at 8:00 a.m. A schedule will be developed so that students and parents will know in advance when grades will be reported. Any student who is failing (69% or below) will have their grade turned in each week in order to monitor their progress.
- Any student with a 69% or below will be placed on the “Down List.” If a student is declared academically ineligible the period will commence at 8:00 a.m. on the Down List day and remain in effect until at least the next Monday morning.
- Students who appear on the “down list” will be notified by the Administration and the student will need to sign or initial, indicating that they have been notified. The letter sent home to parents will include the notification of the Ninth hour program. The student is encouraged to attend 9th hour. Transportation is the responsibility of the parents/guardians or the student.
- Once the student has satisfactorily completed the work necessary to be removed from the Downlist, they will not need to stay after school but will remain on the published Downlist.
- Students on the “Downlist,” that choose to attend 9th hour, will attend practices held at Niobrara after completing 9th hour. Student’s are not allowed to drive to practices when they are held at another site.
- Students that are “down” in only one class will have a one-week grace period. This allows the student an opportunity to continue to participate in activities while receiving additional assistance through the school’s ninth hour services. If after one week the student’s grade is 70% or above in their “down class” they may cease attending ninth hour and will be restored to full academic eligibility. However, if after one week their grade is still below 70%, they will be academically ineligible on the second Monday of the “down” period and remain ineligible until the grade is 70% or above for one week.
- Students that are “down” in two or more classes will be declared academically ineligible and may not participate in activities until their grades in **all** subjects are 70% or above for one week. After one week grades will be reviewed.
- All grades start over at the beginning of the quarter so each student is automatically eligible at the start of said quarter. Quarter grades will be averaged together for the semester grade.

Ninth Hour

Ninth hour was designed to assist **all students** that may be experiencing academic difficulty. Any student, whether on the down list or not, may attend ninth hour to receive additional assistance and tutoring in subjects that they may be having problems in. Any student who is on the Downlist will be encouraged to attend ninth (9th) hour. Ninth hour is available from 3:52-4:30 p.m., when students can receive the necessary assistance to help them catch up. Failure to attend 9th hour may result in the student’s grade remaining below 70% and could place the student in jeopardy of not passing the class. If a student stays later than 4:30 p.m., teacher and coach must be notified. Students that are involved in after-school activities may miss the first 45 to 60 minutes of practice. The theory is that if they stay down academically for the ensuing two weeks or more, the chances of course failure

increases dramatically. If this occurs the student may not be eligible to play for a much longer period of time. With the assistance they receive during ninth hour, students are giving themselves a fighting chance of bringing their grades back up, thereby making them eligible to participate in activities. This is a proactive measure designed to increase a students chance of academic success, not a punitive action designed to prevent student participation.

Academic Lunch

Due to the number of students that are unable to attend 9th hour, not only will assistance be provided after school but we will also provide an academic assistance at lunch. Those students that have incomplete, late, failing, or unsatisfactory work in their classes will be referred by their classroom teacher to attend the academic lunch until their work is complete and/or any students needing additional assistance can request to work with a teacher during this time. Students will receive assistance with their class work and be monitored by either the classroom teacher or their designee.

ACTIVITY GUIDELINES

The sponsors/coaches to interested students and their parents may provide guidelines for student participation in activities. These guidelines will be continually updated by the sponsors/coaches and submitted to the activities director/administration.

ACTIVITY PARTICIPATION AND CONSENT

The Niobrara School District encourages all students to be involved in as many activities as their schedule permits. The Nebraska School Activities Association (NSAA) approves the following activities. These activities may be offered by our school district.

Basketball	Cross-Country	Football
Journalism	Speech	Golf
Music	Play Production	Cheerleading
Track	Volleyball	Wrestling

It is important that students and parents understand the existence of potential dangers associated with the participation in these activities. Participation in any activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Supervision will be provided by the school district only at the site of the event. For example, during a basketball game, supervision will only be provided inside the gymnasium area. Supervision will not be provided on the playground areas or other areas that are outside the event building. Even with the best coaching/sponsoring/supervising, the use of the best protective equipment, and strict observance of rules, injuries are still a possibility. In order for students to participate in these activities, the Niobrara School District requires that parents/guardians give permission for their son or daughter to be involved. **Parents are asked to identify the activities that they do not give permission for participation on the last page of this handbook.**

ACTIVITY SALES AND FUNDRAISERS

All activity sales and fundraisers must be cleared with the High School Principal and the Activities Director, after which they can be placed on the activity sales and fundraiser calendar. **A description of the fundraiser and what the profits are to be used for need to be provided to the High School Principal and A.D. in writing when setting a date for the fundraiser.** Activity sales and fundraisers may be printed in the school newsletter and/or local newspaper, if the dates are identified prior to publication.

Please understand that the intent of this policy is to provide an orderly and appropriate non-burdensome flow of activity sales for both the youngsters and the patrons of the community.

ATTENDANCE POLICY/STUDENT ILLNESS/TARDINESS

ATTENDANCE POLICY

The Board of Education believes it is the shared responsibility of the parent or guardian, the student, and the school to establish and maintain desirable habits of punctuality and attendance. It shall be the policy of Niobrara Public School to report as truant any student enrolled in the District for excessive absenteeism on the part of such student. The term "excessive absenteeism", as used herein, shall mean **all absences, excused and unexcused**, exceeding 10 days per semester or the hourly equivalent (10 absences in any one class). Parents or guardians are responsible to ensure regular attendance, and account for any student absences, of minor youth in their care. The building administrator shall have the authority to determine authorized absences and establish necessary procedures for recording and validating student absences within the following guidelines.

- If a student is absent from school and the school has not been notified, the administrator may take the necessary steps to determine where the student is and for what reason he/she is absent. Therefore, if the school office has not been notified by 9:00 a.m., the principal or their designee may place a call to the residence of the student to determine his/her whereabouts and cause for absence.

No student will be excused without a proper note and/or phone call from parent(s)/guardian(s). **All absences require a signed note and/or phone call by the parent/guardian, stating the date and specific reason for the absence and/or a phone call to the administrative office by the parent/guardian, by 9:00 a.m.**

More than 10 absences from any class or classes per semester, for any reason, may result in loss of credit for that class regardless of academic average. Extended absences for medical reasons must be documented, in writing, by the attending physician. After 10 absences the student may also be suspended from all extra curricular activities, field trips, etc.

A student who has been absent will be allowed two (2) days for each day absent up to a maximum of five (5) to complete classroom assignments.

Notice of attendance may be mailed to the parents upon the fourth (4th) absence from a class during a semester. After ten (10) absences from a class during a semester, the parent/guardian may be notified by letter of the intended action to be taken by school officials. As warranted, the name of the student(s), the name and address of the parent(s)/guardian(s), and the number of absences per semester for said student(s) will be forwarded to the County Attorney for possible action to ensure student compliance with existing Nebraska attendance statutes.

STUDENT ILLNESS

Parents of students who become ill while at school will be contacted and asked to make arrangements for their child to be picked up. If it becomes necessary for the school to deliver the student to his or her home or to a doctor, the parents may be charged mileage at the regular school rate. Anyone leaving school because of illness or any other reason must check out at the office. Any student showing signs and symptoms of a contagious or infectious disease are required by law to be sent home immediately (Nebraska DHHS 173 NAC 3). Those symptoms include fever over 100.5 °F, flushed face, headache, aches in muscles or joints, unexplained tiredness, loss of appetite, stomach ache, nausea or vomiting, diarrhea, convulsions, sore throat, nasal congestion, unexplained skin eruption, sore or inflamed eyes. Students are not allowed to return to school until they are fever free for 24 hours without fever reducing medications. (Attachment 1 in 173 NAC 3 also includes minimum isolation periods for contagious and infectious disease/conditions which will be followed).

TARDINESS

All students are expected to be in the classroom and ready to receive instruction when the bell rings. Students will be considered tardy up to 15 minutes after the bell rings, after that, they are considered absent for that class period. Students will be granted three (3) tardies per quarter before being required to make up missed class time after school. The tardy policy is as follows:

- First three tardies – teacher records it as tardy, teacher or principal may notify parent/guardian on the third tardy as to future consequences for continued tardiness.
- On the third tardy, one absence will be added to that class period.
- Third tardy on up – the student will make up 30 minutes, for each tardy thereafter, either with the teacher of the class or the office. Time must be made up within 3 days of notification.
- Example: third tardy to a class results in an absence being recorded and the student making up 30 minutes after school. On the fourth and fifth tardies the student makes up 30 minutes after school for each. On the sixth tardy the student has an absence recorded for the class and makes up 30 minutes after school. Additional tardies follow the same pattern.

AUTOMOBILES AND PARKING REGULATIONS

Cars are to be used only to drive to and from school. Students are not allowed to go to their cars during school hours unless they are accompanied by a school employee. In using the parking area, designated by the Board of Education, students are not to back in. They are not to sit in cars during noon break. They are not to drive cars during the noon break unless by special permission from the administration. The bus parking area is to be kept free of cars. **STUDENTS DRIVING CARS MAY NOT LEAVE THE AREA THAT IS DESIGNATED FOR BUSES WHILE BUSES ARE LOADING AND DEPARTING FROM THE BUILDING.**

Any unnecessary spinning or speeding, or violations of any of the included automobile and parking regulations, and you will park off campus for an amount of time determined by the administration. Rural drivers must have a school permit if they are under 16 years of age. All drivers are to register their names, license, age, etc. with the Office. **On nights of home activities, ALL students are to park where assigned.** The parking spaces nearest to the building are reserved for our guests who may have difficulty walking.

Parents picking up Niobrara children must park north of the elementary building or other areas designated by administration. Please do not drive through the bus loading/unloading zone.

SCHOOL TRANSPORTATION AND BEHAVIOR

Niobrara School District 54-0501 is very pleased to provide pupil transport in accord with applicable Statute and agreement. Generally this includes resident students who live more than four (4) miles from the schoolhouse.

As provided for by Statute, the Board of Education may authorize school transportation to any student who does not qualify under the mileage requirements, but a fee may be charged to the parent or guardian of the student for such service.

Riding the school bus is a privilege and is a direct extension of the school. All school rules apply on the bus. Some rules to remember while riding the bus are:

1. The Driver is in charge of the pupils on the bus.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by pupils while riding the bus except for ordinary conversation.
6. Pupils may not, at any time, extend arms and hands out of the bus windows.
7. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils must observe instructions from the driver when leaving the bus.
9. Any damage to a bus, by a student, must be paid for by the student who is responsible for the damage.
10. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from the parent, the Superintendent, or the Principal of the school.
11. Transportation is the responsibility of parents or guardians when students are detained for academic or disciplinary reasons.
12. Drivers and sponsors will determine what food/beverages may be brought onto the bus by students.
13. Seatbelts must be worn by all drivers/ passengers when provided.

Failure of students to follow regulations issued for the safety and well being of riders on the bus may result in suspension of a student from school bus service.

Should you have any questions in regard to transport services please feel free to be in contact with the school's central office.

CLASS AND ORGANIZATION PURCHASES

Only designated class and organization officers may charge at a local business. Before any purchase is made, permission must be obtained from the office. Students are then required to bring a receipt to the office immediately after returning to school. Failure to follow this policy of buying or unauthorized buying may result in the buyer paying for the purchase.

CLASSROOM CONDUCT POLICY

PURPOSE: To promote student self-discipline through good citizenship and acceptance of individual responsibilities.

PHILOSOPHY: It is our belief that all students can behave appropriately within the school environment. We believe it is our responsibility to teach students appropriate behaviors and to guide them as they make choices, both in academic matters and in behavior matters. We also accept the task of assisting students as they develop their ability to accept responsibility for the choices they make. We will help them as they learn to accept the consequences of their choices.

THE CLASSROOM: The classroom teacher is responsible for the behavior of all students in his/her classroom. Each teacher is responsible to discipline students who misbehave. The purpose of discipline is to reduce the need for intervention over time by encouraging the students to develop self-control over their behavior and to make appropriate choices. Discipline is intended to suppress, control, or redirect misbehavior.

THE SCHOOL BUILDING AND GROUNDS: The classroom teachers and school staff are responsible for enforcing general school rules at Niobrara Public Schools. **For a school-wide discipline plan to be effective, each staff member is expected to fulfill their obligation to fellow colleagues and enforce the school rules.** Any deviations from this course of action will be dealt with in a conference with the principal.

CLASSROOM RULES: Each classroom teacher will post a basic set of observable rules that should be followed in the classroom. An interpretation of these rules will be presented by each classroom teacher at the beginning of the year, and will be referred to as needed.

GENERAL SCHOOL RULES: The goal of any school discipline program must be to teach the types of personal and social skills that are necessary to maintain a peaceful co-existence in any community. The following general school rules apply to all persons who enter Niobrara Public Schools:

1. Show proper respect for teachers, students, guests, and other school staff. Treat others as you would like to be treated.
2. Use appropriate language.
3. Be supportive/encouraging of other students with positive comments and not negative ones.
4. Be respectful of school property, school staff property, or the property of any student.
5. No fighting or behavior that may injure any other person in the school. (Example—pushing, shoving in halls, running in building, throwing of objects at others, etc.)
6. Caps/hats are only allowed on special occasions when authorized by the administration.
7. Be respectful of others by talking quietly.
8. Walk while in the school building.
9. Pick up after yourself and others to show pride in your school by keeping the school and grounds looking good.
10. Anything that is/can be used as a weapon is prohibited.
11. Gestures that are considered offensive are not allowed.
12. No public displays of affection, (i.e. hugging, kissing, hand holding, etc.)

13. Only water purchased at the school is allowed in the building. Food and other drinks are only permitted by teacher permission through the administration. Empty water bottles may be brought to school and refilled at school with teacher permission, as long as the teacher can identify what is in the bottle at all times.
14. Students caught cheating will receive an automatic zero. Students assisting others to cheat will receive an automatic zero. Repetitive acts of cheating may have additional consequences determined by the administration.

POSITIVE BEHAVIORS

While positive behavior is expected of all students, attempts will be made to recognize those students who exemplify appropriate social behavior in school and outside of school in the greater community. While verbal praise will usually be the standard form of recognition, other forms of rewards for positive behaviors may include: individual rewards (free time, assignment passes, or class rewards), or certificates of recognition.

CLASS STANDING

In order to be classified as a sophomore, a student must have a minimum of 60 credits, a junior must have 120 credits, and a senior must have 180 credits. Students need a total of **250 credits to graduate**. No one may graduate in their junior year regardless of the amount of credits earned.

CLOSED CAMPUS

No one is permitted to leave the campus, once they have arrived, unless granted permission from staff or administration. At lunchtime, students are permitted only in designated areas. Leaving the campus without permission will be considered as truancy.

COLLEGE VISITS

Off-Campus: Juniors and seniors will be allowed a total of three (3) days in which they can visit prospective colleges or military installations and not have those days counted towards the attendance rules. The office must be notified prior to the visit. Any visits that exceed the limit will be counted as an absence.

On-Campus: Students will be allowed to visit with military recruiters as long as they have written permission from their parents and the visit does not conflict with something scheduled in the classroom. The visits will be limited to one class period and the Guidance Office will be responsible for getting the permission slips signed and notifying the teachers of which students will be absent during which period of the day.

COMPUTER/INTERNET USE POLICY AND EDUCATION

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible

manner. Parent permission is required of all students. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas are the property of the school. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

As required by the Children's Internet Protection Act, (CIPA), students will receive education concerning Internet Safety including but not limited to the following: Appropriate and safe online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. Education may be presented in the following ways: Speaker(s), academic standards across all grade levels presented by teachers, handbook review, posted classroom technology expectations.

ACCEPTABLE USES

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

UNACCEPTABLE USES

1. Using someone else's network account.
2. Using your network account for non-school related activities.
3. Using unauthorized copies of commercial software.
4. Copying software.
5. Sending or displaying offensive messages or pictures.
6. Using obscene language.
7. Damaging computer, computer systems, or computer networks.
8. Non-instructional game playing.
9. Plagiarism.
10. Social Networks, for example: Facebook, Twitter
11. Personal Email

Violation of policy: Any student that violates this policy will be entitled to a hearing with the teacher involved and the administration. A letter may notify parents when such action occurs, and also if a suspension of privileges occur.

1. Violations may result in loss of access.
2. Violations may result in network probation.
3. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
4. When applicable, law enforcement agencies will be involved.

Parents and students must acknowledge the receipt and understanding of this policy by signing and returning the form found at the back of this handbook. This form also includes permission to use any acceptable photo of the student on the school's webpage.

DISTANCE LEARNING STUDENT POLICY

Two-way interactive television provides a method for districts to provide low incidence courses and advanced programming that normally might not be offered to students in Niobrara Public Schools. Students enrolling in these courses must maintain certain standards of performance and behavior. This policy statement is intended to make both students and parents aware of these standards.

As a student taking a two-way interactive course, I am aware that:

1. Standards are expected of me and insubordination of any kind will not be tolerated.
2. Inappropriate language or gestures will not be tolerated.
3. Anything I do in the classroom may be taped.
4. I must sit within camera view at all times unless instructed otherwise.
5. I must not mishandle the equipment in the classroom.
6. I must follow all other rules as specified by the teacher.

Consequences for students not following guidelines:

First Offense: Verbal warning and possible parental notification.

Second Offense: Conference between student, parents, teacher, and Administration about possible removal from class.

Third Offense: Student will be removed from the class.

Parents and students must acknowledge the receipt and understanding of this policy by signing and returning the form found at the back of this handbook.

DRESS AND GROOMING

No form of dress will be permitted, which distracts from the educational process of the school. It is understood that styles change frequently from long to short and concealing to revealing. However, all students at Niobrara Public Schools are expected to dress appropriately for school and school related activities. Any clothing that would expose undergarments or other personal areas would not be deemed appropriate. Clothing that advertises or displays any type of alcoholic beverage, weapon, drug, or tobacco product, or clothing that displays nudity, improper language, or double meaning slogans would not be deemed appropriate for school. The same guidelines apply to hats.

Clothing not deemed acceptable for school or activities:

- Any form of mesh or see through clothing
- Any form of clothing that exposes bare midriffs
- Any form of clothing that exposes excessive skin
- Biker tights or resemblance of such without long shorts
- Short shorts, short dresses, or short skirts-All shorts need to be fingertip length.
- Pajama pants and bagging/sagging pants (wear a belt and keep them up)
- Tank tops/muscle shirts/spaghetti straps must have a shirt worn over them
- Bedroom slippers with fabric bottoms or shoes without a reasonable sole
- Other questionable articles will be dealt with on an individual basis

- Dress for school dances such as homecoming and prom may be modified from this section and will be at the discretion of the administration.

Should a student be inappropriately dressed, they will be issued appropriate clothes to wear for the remainder of the day, or they will be asked to call home so suitable clothing can be brought to them by a parent/guardian. Students will be asked to comply in a discrete manner. A brief explanation of why the clothing is inappropriate may be given to the student. Students will be asked to correct a dress code issue once per day without penalty. Any subsequent violations will result in the student being placed in In-School suspension.

Activity Dress:

Students are expected to follow the dress and grooming policy when they come to an event or activity in which they are to participate/attend. The activity sponsor has the right to suspend any student from an activity if they do not abide by the established guidelines for that activity. Because mishaps sometimes occur, students will be given a chance to explain their situation before the sponsor/coach makes a decision on suspension.

DRUG, ALCOHOL, AND TOBACCO POLICY

BOARD POLICY RELATIVE TO DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L.101-226 AND 34 C.F.R., PART 86

It shall be the policy of Niobrara Public School District #54-0501 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the school. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

It shall be the policy of Niobrara Public School District #54-0501 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the student's attendance center. Information concerning such resources shall be presented to all of the students of the District.

In the event of a disciplinary proceeding against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parents or guardian.

It shall be the policy of Niobrara Public School District #54-0501 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

It shall be the policy of Niobrara Public School District #54-0501 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

BOARD POLICY

It shall be the policy of Niobrara Public School District #54-0501 to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language: "THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING NIOBRARA PUBLIC SCHOOL DISTRICT #54-0501 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS

RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES:

It shall be the policy of Niobrara Public School District #54-0501, in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of an illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution. A representative faculty committee will determine appropriate disciplinary sanctions.

ACKNOWLEDGEMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES:

I/We, the undersigned, do by affixing my/our signature(s) hereto acknowledge that:
"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING NIOBRARA PUBLIC SCHOOL DISTRICT #54-0501 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO

P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Parents and students must acknowledge the receipt and understanding of this policy by signing and returning the form found at the back of this handbook.

ENTERING BUILDING

The school day is from 8:10 to 3:52 **Monday through Thursday and from 8:10 to 2:08 on Friday's**. 1st bell - 8:00 a.m., 2nd bell- 8:05 a.m., and bell to begin class - 8:10 a.m. High School/Middle School students will be allowed in the High School gym hallway at 7:45. High School students and Middle School students may be in the buildings, other than the gym hallway or multi-purpose room, prior to 7:45 if they obtain permission/**supervision** from a teacher in advance and are in a classroom with that teacher. During inclement weather High School/Middle School students shall go to hallways in the gym areas. Students are not to be on the school grounds after 3:55 **Monday through Thursday and after 2:08 on Fridays**, unless they have permission **and supervision** of an instructor or participate in athletics or under parent supervision.

EXTRA-CURRICULAR ELIGIBILITY

PHILOSOPHY: The Niobrara Public Schools activity programs are an important part of the total school program. Attendance in school on the day of the activity is also crucial. Students must be in school at least one-half of the number of class periods on the day of the activity in order to participate in the activity. The administration has the right to waive or modify this in unusual circumstances. Those students who participate in these programs reflect the image of the school and the community.

This philosophy is firmly based on the belief that there is more to an activity program than playing the game. During the season, each student must maintain peak physical condition which will enable them to function and perform to the best of their ability, therefore, the use of or the intent to use alcohol, tobacco, and illegal drugs by students will not be tolerated by the coaching staff, activity sponsor, or administration of the Niobrara School District.

The philosophy of the District's activity program is also based on the belief that students are representatives of the school and the community as long as they participate in the activity program. As such, their actions, both on and off the playing field, stage, court, etc. must be above reproach. Activity related incidents would destroy the proper image of the School. Such incidents, as well as the use, possession, of alcohol, tobacco, or illegal drugs, are considered improper behavior for participating students and are subject to penalties.

This philosophy recognizes the fact that there must be close cooperation between the coaches,

sponsors, students, and the parents if the training policies are to be successful and effective. The activity training policies are for the benefit of the student. **The parents and the school must share the responsibility of making sure that the rules are adhered to.** If the parents and the school work together to enforce these rules, a smooth-running successful activities program can result.

Activities covered by these rules include but are not limited to: volleyball, football, basketball, track, weightlifting, cheerleading, golf, cross-country, drama, speech, band, chorus, FBLA, FFA, National Honor Society, academic contests, speaking opportunities, elected positions representing the school, class trips, certain field trips, and dance team.

A representative faculty committee will determine appropriate disciplinary sanctions for all issues not specifically addressed in the handbooks. All penalties must be consecutive contests/activities*. These rules cover high school and junior high students alike.

*Contests/activities are defined by dates in which activities are scheduled. For example, if a student is to sit out three dates and there are four volleyball matches scheduled on a Saturday, this counts as only one date. The student would still have two more dates in which they would be unable to participate. An example might involve a student who is to participate in both a speech contest and a basketball game on the same day. This again would count as one date.

Unexcused absence from any scheduled practice or contest: No students shall miss a practice without first being excused by his/her coach or sponsor, unless they are absent from school. Yet, if the student has a school absence without notification to the office by 10 am it will be considered an unexcused absence from a scheduled practice or contest.

Penalty: First offense: The student will be withheld from the next activity/contest in which he/she is scheduled to take part. Students and parents/guardians will be notified of this penalty by the coaching representative of Niobrara Public School.

Penalty: Second offense: The student will be dismissed from that program for the remainder of the season. Students and parents/guardians will be notified of this penalty by the coaching representative of Niobrara Public School.

** (Coaches/Sponsors will be responsible for contacting parents/guardians in **EACH** instance of an unexcused absence and when a student is dismissed from a program).

Alcohol, tobacco, drugs: There shall be no use or possession of alcoholic beverages, tobacco, or illegal drugs. Tobacco means any tobacco product (including but not limited to), cigarettes, cigars, and chewing tobacco, vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Before any disciplinary action is taken, students must be observed violating the training rules by a member of the school faculty, administrative staff, a law enforcement officer, freely admit to a violation, or be convicted of a violation of law (except a minor traffic violation).

Activities and Athletic Participation Rules

1. No consumption of tobacco products.
2. No consumption or possession of alcoholic beverages or controlled substances.

3. Attendance at a party or where alcoholic beverages or controlled substances are consumed by or possessed by minors is not allowed.
4. Substantiated reports (to be considered substantiated, the person making the report must be willing to confront the accused.) from adults, coaches, sponsors, administrators, teachers, policemen, public record, or admission by the accused will result in:

First Offense: 3-week suspension from all extra-curricular activities.

Second Offense: 6-week suspension from all extra-curricular activities.

Third Offense: suspension from all extra-curricular activities for the remainder of the year.

5. Students who abuse items 1, 2, & 3 above may be suspended from school by the Site-Based-Administrator.

This policy is intended as a school year policy and is in force from the first day of school or when the Fall season NSAA-sponsored activities begin, whichever starts first, until the end of the school year or the end of the Spring season NSAA-sponsored activities.

Conduct/Appearance: Should the student refuse to abide by a request from a coach or sponsor concerning actions, appearance, or general conduct as a representative of the school or failure to conduct himself/herself according to the rules of the school while attending school or school sponsored activities will result in the following:

Penalty - First offense: The student shall be withheld from the next activity/contest that he/she is scheduled to take part in.

Penalty - Second offense: The student shall be dismissed from that activity program for the remainder of the school year.

Curfew: A set curfew is the individual coaches' discretion. Each coach may set his/her own penalties for violation.

Academics: Under NSAA regulations, each student must pass 20 hours the preceding semester in order to be eligible for activities.

Penalty - student will be required to sit out one semester. (If a student does not pass 20 hours for the spring semester, then they are ineligible for the next fall semester). Additionally, students must meet the academic eligibility guidelines as prescribed on page one (1) of this student handbook.

A representative faculty committee will review all cases of misconduct by a student concerning the above rules. Should a student and/or his/her parents have a question concerning this policy, they may request a conference to discuss the matter.

Upon the knowledge of the school of any student being in conflict with the before-mentioned rules, a conference will be scheduled within three (3) days between the student, the principal, and the activities director. All penalties administered to the student by the school as the result of this conference will be forwarded immediately to the parents. Should there remain a question, the parents may then request within three (3) calendar days, a conference to discuss the matter further. If these parents are still not satisfied, they may request a hearing from the superintendent of schools.

Students must understand that the violation of the policies of the coaches or sponsors toward training rules and the rules of conduct may result in being dismissed from the activity programs.

Instruction 6020

Activities

Concussion Awareness

1. Training.

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

2. Education.

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

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

3. Response to Concussions.

- a. **Removal.** A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. **Return-to-Play.** A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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

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

- c. **Parent Notification.** If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. **Return to Learn.** The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

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

5. Students and Parents.

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

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: [June 9, 2014]

Parents and students must acknowledge the receipt and understanding of this policy by signing and returning the form found at the back of this handbook.

FIRE/TORNADO DRILLS AND ROUTES

Drills are held at various times during the school year. Instructions are posted in each room. Please read them and follow your teacher's instructions.

Anyone tampering with the fire extinguishers, alarm system, or causing a false alarm may be immediately suspended from school and face appropriate legal actions.

FOOD SERVICE PROGRAM

The school offers a breakfast and hot lunch program for K-12 students and adult employees. There will be one lunch period for elementary students and one for 6 -12 students. Each elementary grade will be dismissed at various intervals. Clean up after yourself. Don't cut the line. Food is to be eaten

only in the cafeteria. There will be no running to lunch. You are to use good table manners. If you cause any trouble or problems in the lunchroom, it may be necessary for you to bring your own lunch. Students who bring their own lunches must eat in the lunchroom.

Some families will be eligible for free or reduced price meals. Forms will be sent home from the office. We request that **all** families complete the forms. Many State and Federal financial incentives are tied to a school district's number of qualifying students. It is imperative that our numbers accurately reflect the economic make-up of our district.

USDA Non discrimination statement: In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

GRADING SYSTEM

Grades are given as a percentage using the following scale:

A = 93-100%	B = 86-92%	C = 78-85%
D = 70-77%	F = 0-69%	

GRADUATION CEREMONY PROTOCOL

The graduation ceremony protocol will be provided to the seniors and their parents/guardians by the senior class sponsor upon request.

GRADUATION REQUIREMENTS

A student must earn a total of **250** semester hours of credit to graduate. A semester hour is earned for completing one period of class a week for an entire semester. Every student of Niobrara Public Schools must earn the minimum number of hours in the following disciplines:

Language Arts	40 semester hours	
Social Sciences	40 semester hours	
Science	30 semester hours	
Math	30 semester hours	Must include Algebra I
Practical Arts	20 semester hours	Must include Information Technology I. Includes all Business, Family Consumer Science and Industrial Arts classes.
Physical Education	20 semester hours	Must include PE I as a Freshman
Fine Arts	10 semester hours	Must include Speech

Electives 50-60 semester hours

Students should choose their course of study very carefully. Their decisions should be based upon personal preference and advice from parents/guardians, the counselor, teachers, and/or the administration. A student rarely knows exactly what they desire to do in future years, so they should plan a course of study that will prepare them no matter what their final goal in life is or will be. The academic demands of a particular discipline should not deter a student from choosing a particular course of study.

All students are expected to attend 8 full semesters of high school to receive a diploma.

Graduation will be based on the recommendations of the Principal and Superintendent. All final decisions on whether or not a student has successfully fulfilled the necessary graduation requirements will be made by the Principal and Superintendent. Any student or parent who does not agree with this final decision may appeal to the Board of Education.

If graduation requirements are not fulfilled, the student will not be permitted to participate in Commencement exercises. The only exception to the graduation requirement is an Individualized Educational Program approved by the Superintendent and the Board of Education. Foreign exchange students will not be considered for a high school diploma from Niobrara Public Schools, they will receive a Confirmation of Successful Completion certificate at the conclusion of their year. Valedictorian and Salutatorian candidates must be enrolled in the Niobrara School District for a minimum of four semesters of high school to be eligible for consideration. Valedictorian and Salutatorian are chosen by GPA. In the event of a tie the highest GPA percent is used. If a tie still remains more than one student may be awarded Valedictorian or Salutatorian. Class ranking will be based on GPA to second decimal place. Students graduating with a 93% or above will be recognized as graduating with honors.

High School Credit for Middle School Courses

High School credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school. Students will receive the high school credit but the grade will not be included in their high school GPA.

Commencement for Special Needs Students (Board Policy 5034)

Students with disabilities whose parents/guardians decide to defer to have their child receive a diploma are allowed to participate in commencement ceremonies one time.

Two options are available:

Option A - If the student participates in a commencement ceremony prior to reaching age twenty-one and wishes to continue to receive educational/transitional services provided by Niobrara Public Schools, the student will be awarded a "certificate of attendance". The "Certificate of Attendance" will be enclosed in an identical cover as received by all other students. An actual diploma may be awarded at a later date if the student completes all requirements of their Individualized Educational Plan (IEP). Upon receipt of a diploma, or at age 21, (whichever comes first), public supported educational services will be terminated.

Option B - The student may wait until the completion of educational/transitional services (on or before the student's 21st birthday) before participating in commencement exercises. An actual diploma may be awarded at this time if the student has completed all requirements of their Individualized Educational Plan (IEP). Students that have not met the requirements of their IEP will receive a "Certificate of Attendance".

GUIDANCE AND COUNSELING

Niobrara Public Schools offers guidance services. The door is open to all students and parents. Feel free to come and talk to your counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.

Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and post graduate planning.

GUN FREE SCHOOLS/WEAPONS POLICY

The Nebraska State Legislature finds that:

1. Increased violence in schools has become a national, state and local problem;
2. Increased violence and the threat of violence has a grave and detrimental impact on the educational process in Nebraska schools;
3. Increased violence has caused fear and concern among not only the schools and students but the public at large;
4. Firearms have contributed greatly to the increase of fear and concern among our citizens;
5. Schools have a duty to protect their students and provide an environment which promotes and provides an education in a non-threatening manner;
6. An additional danger of firearms in schools is the risk of accidental discharge and harm to students and staff;
7. Firearms are an immediate and inherently dangerous threat to the safety and well-being of an educational setting; and
8. The ability to confiscate and remove firearms/weapons quickly from school grounds is a legitimate and necessary tool to protect students and the educational process.

Therefore, it shall be the policy of the Niobrara Public School District that pursuant to the ELEMENTARY and SECONDARY EDUCATION ACT OF 1965, AMENDED MARCH 31, 1994, that any student in grades Kindergarten through grade twelve (K-12) who brings or possesses a firearm or weapon in/or to school in violation of federal or state law controlling such activities may be expelled for a period no less than one (1) year and subject to penalties under the law.

Parents and students must acknowledge the receipt and understanding of this policy by signing and returning the form found at the back of this handbook.

HOMEROOM RULES

If a homeroom exists, students will follow these guidelines:

1. COMPUTER USE / RESEARCH

Students will have an opportunity to use this time for research that is assigned in their subject areas, with priority given to on-line class students. This may be a magazine article, periodicals, books, Internet, encyclopedias, newspapers, etc. This is also a time for the students to type reports or assignments that the teachers may have assigned them.

2. STUDY TIME

Students may use this for structured study time. This may be the time to visit with an instructor in the curriculum area if they need extra assistance. This time will also be used to meet with the counselor about career plans or counseling needs.

HONOR REWARDS

Students who work diligently in the classroom for nine weeks and semester deserve to be rewarded for their hard work. Students may be rewarded with a quarterly Honors Lunch for making any of the Honor Roll categories.

HONOR ROLL

Honor Roll will consist of three categories: (1) **A+ Superior** - All "A's", (2) **Superior** - Four "A's" and no grade lower than a "B", and (3) **Honors** - No grade lower than a "B"

LATE ASSIGNMENTS

- Students are expected to keep up on their work and turn in assignments on time. Late assignments can affect student eligibility and final grades.

LIBRARY/MEDIA CENTER

Library books may be checked out for a two-week period. A replacement fee will be assessed for any book that is not returned or returned damaged beyond repair. The library will be open to students throughout the day. Students are expected to be respectful of others and speak quietly while working in the library. Behavior expectations are posted in various locations throughout the library.

LOCKERS

Lockers are assigned. Keep your locker neat. Lockers are school property and are subject to school inspection. Regular inspection of a small number of lockers will be held. If you wish to bring your own lock a key or combination must be given to the principal for the lock.

The school cannot be responsible for property stolen or lost from lockers. DO NOT LEAVE VALUABLES IN YOUR LOCKER!

NATIONAL HONOR SOCIETY

The National Association of Secondary Principals approves local Chapters of the National Honor Society. The purpose of the organization is to give encouragement and recognition to students who are outstanding scholars and, in the opinion of the faculty committee, excel in the areas of character, leadership, and service.

A copy of selection guidelines, voting, dismissal, grievance procedures, induction ceremony procedures, and student qualification criteria can be received by contacting the local sponsor of the activity or by contacting the Activities Director.

OFFICE OF CIVIL RIGHTS STATEMENT

Niobrara Public Schools is an Equal Opportunity Employer and Facility. We have adopted a policy of non-discrimination on the basis of race, color, national origin, gender, and disability. All vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap.

Niobrara Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.

It is the intent of Niobrara Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have established for anyone who feels our district has showed discrimination.

Inquiries regarding grievance procedures or the application of those policies of non-discrimination can be obtained by contacting:

Title: Superintendent
Address: Box 310, Niobrara, NE 68760
Phone: (402) 857-3323

If parents, employees and students do not feel that their complaints regarding Title IX, Title VII, or Section 504 have been met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights at:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
FAX: (816) 268-0599
EMAIL: KansasCity@ed.gov

STUDENTS

Anti-Bullying Policy

5057

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and

students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Legal Reference §79-254 to 79-296 Student Discipline Act

NDE February 2003 State Board Action

Bylaw Adopted 5/8/2006

Anti-discrimination, Anti-harassment, and Anti-retaliation 5057

A. Elimination of Discrimination.

The Niobrara Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Niobrara Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Niobrara Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,

- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board’s

determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the

complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: July 2018

PARENT AND PATRON GRIEVANCE PROCEDURE

In almost all cases it is considered appropriate to first attempt to discuss the matter with the employee, in many cases misunderstandings can be cleared up through this means. When a patron feels there is an unsolved grievance charge to be leveled toward any school employee, the information should be given to the employee's immediate supervisor. In the event the matter is not satisfactorily resolved, the appeal process will follow this order: (1) Principal, (2) Superintendent, (3) Board of Education. No appeal will be heard by the Board of Education and no charges against the employee will be investigated or acted upon by the Board unless reduced to writing, signed by the party, and presented to the Board through the Superintendent of Schools. A copy should be sent to

the President of the Board in cases where the grievance is against the Superintendent. Faculty and Staff concerns and grievance procedures are covered in the Master Contract.

PEP RALLIES

The head cheerleader and sponsor will request pep rallies. Only one pep rally per week will be permitted. Pep rallies will be in the gym and the elementary is invited. Good sportsmanship, good manners, and a high degree of school spirit should be part of each rally.

PHYSICALS

Each student is required as part of entrance requirements into Niobrara Public School to provide evidence of a physical examination by a physician, a physician assistant, or an advanced practice registered nurse within six months prior to the entrance of a child into the beginner grade (Kindergarten) and the seventh grade. All students who transfer from out of state, to any grade, is required to also provide evidence of a physical examination. All students in Grades 7-12 must also complete a sports physical prior to the first day of practice in order to participate on an annual basis.

Along with this, all students are to provide evidence of required immunizations set by Nebraska State Law (Neb. Rev. Stat. §§ 79-217 through 79-253). Immunization records are kept on file.

Waivers are available for physical examinations and for immunizations in the Health Office. Students with exemptions on file may need to be excluded from school if there is an outbreak of a vaccine-preventable disease.

Every student may be subject to a School Health Screening by the School Nurse or her designee, annually, to include a physical examination, hearing screening, vision screening, dental screening and weight/height status screening as regulated under Nebraska Title 173 CONTROL OF COMMUNICABLE DISEASE Chapter 7 SCHOOL HEALTH SCREENING, PHYSICAL EXAMINATION, AND VISUAL EVALUATION. Parent or guardian may present a written statement objecting to such examinations.

PROHIBITED ARTICLES AT SCHOOL

Problems arise each year because students have articles that are hazardous to the safety of others or interfere in some way with school procedure. Such items include but are not limited to toy guns, water pistols, knives, and firecrackers. These items will be taken from the student and may be returned upon parental request.

RULES AND REGULATIONS

Some other rules and regulations of which students and parents should be aware are:

1. Students who leave school for any reason must have permission of the administration and sign out through the office.
2. School officials reserve the right to inspect student's desks, lockers, books and other property.
3. Students are discouraged from bringing valuables and large amounts of money to school, and the School Board and school officials assume no responsibility in case of loss. Money may be checked in to the office for safekeeping during the school day.
4. Books and equipment supplied by the school district must receive reasonable care and students will be expected to pay for lost or damaged books and equipment.

5. The school cannot give over-the-counter medicines unless authorization from the parents is given in writing. This includes cough drops, Tylenol, and other medicines. ALL medicines brought to the school need to be kept in the office.
6. Technological items with and without communication capabilities, i.e., cell phones, I-pods, Nooks, Kindles, etc. are permissible to be carried at school but to be used ONLY before or after school. Students in grades 9-12 will be allowed to use the items at lunch in the multi-purpose room. This privilege can be revoked at any time. Confiscation of these items by teacher, staff, or administration will occur if used and/or become a distraction during the school day. Parents may have to pick the technology item up at the end of the school day unless determined otherwise by administration. Parents **may** be notified each time their students phone has been confiscated by the confiscator.

SCHEDULE CHANGES

No schedule changes are permitted after the first three days of each semester except in emergencies and granted with administrative approval.

SCHOOL CLOSINGS

The safety and well being of the students is always our first concern. While education is important, safety takes precedence over everything. We are trained to be “in session” with school, and for students our school is a safe, warm, caring environment. However, for some students, parents cannot be “at home” because they are working, and this places a need upon the school to “be open” for them if at all possible.

Some of our students (and teachers too), however, come in from a country area, and roads may not be safe or even passable. Some come by bus. Some though live very close to school, and while weather in the outskirts of the District may be very poor, weather in town may be acceptable for attendance of those who **can** come. So it is that we have a number of circumstances to consider if bad weather should strike us.

Our very best comment is that if a parent feels their child(ren) should stay home—even if school is not called off—please have an adult call the Office and let the school know. We are concerned for their safety and want to know if they can’t come. We respect your judgment.

If conditions are such that we must delay the start, release early, or cancel school, official announcements can be heard on radio stations **WNAX—AM 570; FM 104.1** and **KBRX - FM 102.9, and our school messenger.**

SCHOOL SONG

NV Cougars hats off to thee;
To thy colors, true we shall ever be,
Firm and strong, united are we
Rah, rah, rah for NVC
Rah, rah, rah, rah,
Rah rah for NVC.
Go Big Blue!!

SEMESTER TESTS

All students in grades 9-12 will take semester tests regardless of their attendance record or their grade in the class. Students in grades 7 and 8 will take tests only in their core courses. As an incentive to be in school, a Responsible Attendance Program (RAP) will be implemented to reward students for their responsible attendance. This program will be open to all students in grades 7-12. Students who miss three periods or less in each course, during first semester will be eligible for the RAP incentive of a 10% bonus on their semester tests. School related absences will not count against the students absences. Juniors and seniors will still be permitted their three cumulative days for college/military visits and they will not count against the student's absences as long as they have been reported to the office. Students who serve time for any attendance violation or serve detention for disciplinary actions in a semester will automatically lose their RAP incentive for that class. Any school rule violation that results in suspension will cause the loss of the RAP incentive in all classes.

Semester tests will be given on the last two days of the first semester. No more than four tests will be given on each day. Students who will be absent on the scheduled test days will have to make up their tests immediately on the next available weekday.

STEALING/VANDALISM

The buildings, furniture, equipment, and grounds are public property. Any damages are to be paid for plus the appropriate disciplinary action will be taken. Students caught stealing or vandalizing may be turned over to the proper law authorities.

STUDENT FEE POLICY

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

A. DEFINITIONS

1. **Extracurricular Activities**—means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades and in which participation is not otherwise required by the school district;
2. **Postsecondary Education Costs**—means tuition and other fees associated with obtaining credit from a postsecondary education. For a course in which students receive both high school and postsecondary education credit, the course shall be offered without charge except for tuition and other fees associated with obtaining credits from a postsecondary education institution.

B. FEES AUTHORIZED

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

- (1) Participation in extracurricular activities;
- (2) Admission fees and transportation charges for spectators attending extracurricular activities;
- (3) Postsecondary education costs;
- (4) Transportation pursuant to Neb. Rev. Stat §§79-241, 79-605, and 79-611.
- (5) Copies of student files or records pursuant to Neb. Rev. Statute § 79-2, 104;
- (6) Reimbursement to the district for school district property lost or damaged by the student;
- (7) Before-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Statute § 79-1104;
- (8) Summer school or night school;
- (9) Breakfast and lunch programs;
- (10) Any other fee authorized by law.

C. PERSONAL OR CONSUMABLE ITEMS

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

D. NONSPECIALIZED ATTIRE (CLOTHING)

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

- Compliance with student dress code during the school day
- Compliance with student dress code as defined by a teacher, coach or sponsor for a particular activity (e.g. ties on game day, dress clothes for a concert, and gym attire for P.E.)

E. COURSE PROJECT MATERIALS

Students shall be required to furnish the materials for the following course projects: Vocational Agriculture, Family & Consumer Science, Art, Industrial Technology Projects, Speech and any other specific course or class projects that become the property of the student upon completion of the project.

F. MUSICAL INSTRUMENTS AND ACTIVITIES

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that musical instruments shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

The fees for musical instruments, specialized attire, and other specialized equipment shall be as follows: The non-fee waiver students will be required to pay for instruments, their upkeep

and maintenance, and shoes. Fee waiver students may be required to pay for reeds, oils and other materials.

G. NON-MUSIC EXTRACURRICULAR ACTIVITIES

Students shall be required to pay the following fees for the following non-music extra-curricular activities: Physical examination for grades 8-12 sports (Kindergarten and 7th grade physicals required by the state are the parents/guardians responsibility). Participation fees for non-waivered students may be established by local attendance centers.

H. POSTSECONDARY EDUCATION

Students shall be required to pay the following fees for postsecondary education:

Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary education. For a course in which students receive both high school and postsecondary education credit, the course shall be offered without charge except for tuition and other fees associated with obtaining credits from a postsecondary education institution.

I. TRANSPORTATION COSTS

Pursuant to Neb Rev., Stat §§ 79-241, 79-605, and 79-611, students may be required to pay the following transportation costs: Mileage to and from a Job Coop, and to a Job Shadow unless the Job Shadow is required for graduation.

J. SCHOOL STORE

The district may operate a school store in which students may purchase food, beverages and personal or consumable items. Said purchases shall not be subject to any fee waiver.

Some examples of these personal or consumable items would be: flowers for parent's night, T-shirts sold as a souvenir when a team qualifies for state, and equipment not required for extra-curricular activities such as shooting shirts.

K. STUDENT RECORD COPY CHARGES

Students, their parent(s), and/or their guardian(s) may be charged 7.5¢ per page for copies of a student's files or records, provided pursuant to Neb. Rev. State. § 79.2,104.

L. BEFORE AND AFTER SCHOOL/PREKINDERGARTEN

The district does not currently offer before-and-after-school or pre-kindergarten services; however should implementation of such program(s) occur, a schedule of fees will be provided by the district pursuant to Neb. Rev. Stat. § 79.2,104.

M. SUMMER AND NIGHT SCHOOL

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-based Administration. The student will pay for all costs incurred. Costs for all courses offered at night or during the summer will be at the student's expense.

N. BREAKFAST AND LUNCH PROGRAM

The Niobrara Board of Education will establish breakfast and lunch fees.

O. DRIVER'S EDUCATION

The Niobrara Board of Education will establish Driver's Education fees.

P. OTHER ITEMS

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

Q. PUBLIC HEARING

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents, or if any other change is desired, a public hearing shall be held at a regular or special meeting of the board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

R. STUDENT FEE FUND

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) Driver's Education, and (3) Student Activity Passes. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which, it was collected from the students.

S. FEE WAIVER

Students who qualify under the fee waiver guidelines as established by the Board of Education shall have the opportunity to waive any fees to be charged or materials required to be provided for the following:

1. Participation in extracurricular activities.

2. Specialized equipment or specialized attire for participation in extracurricular activities.
3. "Course project materials" unless the student elects to take the project home. The instructor must be notified of this before the project is started.
4. Musical instruments as recommended or appropriate.
5. Transportation charges for spectators attending extracurricular activities at sites away from the student's attendance center if the district provides this service

T. PENALTIES

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

U. FUND-RAISING

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

V. SEVERABILITY CLAUSE

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

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

This is to notify parents of the district that parents may request, and the district will provide the parents, on request and in a timely manner, information regarding the professional qualifications of the student's teacher(s).
Contact Margaret Sandoz, Superintendent, for these requests.

HOMELESS CHILDREN AND YOUTH

The homeless children and youth policy can be found in the superintendent's office. The purpose of this policy is to handle disputes and coordinate services. The link to the dispute resolution can be found at:

<http://www.education.ne.gov/federalprograms/Title%20X.html>

Student Discipline

5060

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

2. Long-Term Suspension:

- a. A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term **suspension; the procedures will be those set forth in the Student Discipline Act.**

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. **Suspensions Pending Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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, 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.

c. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. **Alternative Education:** Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

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

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations: Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment: The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.

h. Visible body piercing (other than ears).

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

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

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

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

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

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

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test.

A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) **Use of Other Student to Take Test.** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) **Papers (includes papers, essays, lab projects, and other similar academic work):**

i) **Use of Another's Paper:** Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) **Re-use of One's Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) **Failure to Contribute to Group Projects:** Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) **Misrepresenting Need to Delay Paper.** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) **Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) **Falsely Presenting Work as One's Own:** Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

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

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

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

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

3. Electronic Devices

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

b. Definitions.

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

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

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

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

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the

device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

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

d. Violations

(1) **Prohibited Use of Electronic Devices:** Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

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

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

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

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

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

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

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

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

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

1. 1st Offense: Student will be confronted and directed to cease.

2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

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

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.

2. Students in the hallway during class time must have a pass with them.

3. Candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.

4. Students are expected to bring all books and necessary materials to class. This includes study halls.

5. Assignments for all classes are due as assigned by the teacher.

6. Students are not to operate the mini-blinds or the windows.

7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.

8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: July 2018

DUE PROCESS - This portion is prepared to give students & parents information about the rules and regulations of Niobrara Public School & the rights and responsibilities of students, as outlined in the policies of the Board of Education, and as provided by Nebraska Law.

Schools exist to provide education to all students at public expense. We expect the students of Niobrara Public School to observe the rules and regulations, which are made for the protection of all the students.

The following regulations will prevail for the purpose of insuring student's rights and expression of opinion, while at the same time protecting administrative responsibility and duty and the rights of other students and individuals.

1. Due process, as defined in the statutes of the State of Nebraska, will be followed in all situations that may involve emergency exclusion, short or long term suspension, expulsion, or mandatory reassignment. Such due process shall include written notice to the student, parents and/or guardian of the reasons for the exclusion, and notification of the right to request a hearing, as provided by statute.
2. The following process will be used to resolve conflict situations that involve staff and patrons or students and which do not involve long-term suspension, expulsion, or mandatory reassignment:
 - a. The building principal will orally communicate to the student any major decision that directly affects a student.
 - b. The student will be given opportunity to react to the decision of the administrator.
 - c. In the event of a decision to suspend the student for a period of not more than five days, the Principal shall, within 24 hours, or such additional time as is reasonably necessary, send a written statement to the student, the student's parents or guardian, describing the student's conduct, misconduct, or violations of the rule or standard and the reasons for the action taken. Such written communications shall also include a request to confer with the parents before, or at the time, the student returns to school.
3. In the event the decision is to exclude for more than five days, the following procedure will be followed.
 - a. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent of Schools on the date of the decision to exclude.
 - b. Within two days, written notice must be sent by registered mail to the student, the student's parents or guardian, informing them of their rights.
 - c. This notice shall include the following:
 1. Rule violated and summary of evidence.
 2. Penalty, which Principal has recommended.
 3. Notice of student's right to a hearing.
 4. Hearing procedures provided by the act and appeal procedures.
 5. A statement concerning the right to examine all records of the case.
 6. A statement concerning the right to know the identity of witnesses who will appear and substance of their testimony.
 7. The written notice letter shall include a form to the student's parents to request a hearing.

TELEPHONE

Students are not to use the telephone unless they have the proper permission from school personnel. Students will not be able to leave class to take phone calls. Students need to use the phone in the office to contact parents. Class room or personal phones should not be used.

TITLE IX

Niobrara Public School District notifies all persons that it insures that no one, on the basis of sex shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity which the district operates, as required by Title IX of the Education Amendments of 1972.

TYPES OF CONDUCT WHICH ARE PROHIBITED

The following acts are among those defined as criminal offenses under the laws of the State of Nebraska or school offenses that violate Niobrara Public School District Policies.

ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS---The use, sale, or possession of alcoholic beverages or illegal drugs.

ARSON---The intentional setting of fire.

ASSAULT---Physical threats or violence to persons.

BOMB THREAT---Threatening damage to persons or property from exploding bombs, whether real or imagined.

BURGLARY---Illegally entering with the intent to steal school or personal property.

DANGEROUS WEAPONS---Illegal possession or use of firearms or dangerous weapons that may cause bodily harm to an individual.

DISRUPTIVE CONDUCT---Conduct, which materially and substantially interferes with the educational process, is prohibited.

EXPLOSIVES---Illegal possession or use of explosive substances that may cause injury or damage.

EXTORTION, BLACKMAIL OR COERCION---Obtaining money or property by violence or forcing someone to do something against his will by force or threat of force.

FAILURE TO COOPERATE WITH SCHOOL PERSONNEL---Students must obey reasonable instructions from school personnel.

FALSE FIRE ALARMS---Setting off false alarms.

INAPPROPRIATE DRESS AND APPEARANCE---Dress and appearance must not present health or safety problems or cause disruption.

LARCENY---Stealing of school or personal property.

NON-ATTENDANCE---Daily attendance of all who are enrolled in the Niobrara Public School is required in accordance with State Law and District Policy.

MALICIOUS MISCHIEF---Willful damage or destruction of school or personal property.

SMOKING OR POSSESSION OF TOBACCO---Smoking or possession of tobacco by students is not permitted on school property or at school sponsored activities.

TRESPASS---Being present in an unauthorized place or refusing to leave when ordered to do so.

FORGERY---Fraudulent imitation of a signature or document.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES---Interfering with administrators and teachers by force or violence or threat of force.

VISITORS

Only those visitors with legitimate business are permitted on the school grounds and must stop at the office to sign in first.

WEEKEND and WEDNESDAY NIGHT ACTIVITIES

Activities will be scheduled during the day or after school at a time convenient to the group and its sponsor/coach. Wednesday night practices are to be concluded by 6:00 p.m. There will be no Sunday practices unless there is an NSAA or NVC tournament contest on Monday; the practice has been pre-approved by the administration; and it is held after 5:00 p.m. No students are to remain in the school building or on the school grounds after school unless requested or are participating in

activities supervised by school personnel. Occasionally, activities may be scheduled by the Nebraska State Activities Association that may be in conflict with this provision.

Health and Wellness Policy

NIOBRARA PUBLIC SCHOOLS WELLNESS AND NUTRITION

Board Policy

The Niobrara Public School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Niobrara Public School District that:

- Students, parent, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, our district will participate in available federal school nutrition programs.
- The district will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

TO ACHIEVE THESE POLICY GOALS:

I. School Wellness Team

Niobrara Public School will create, strengthen, or work within existing wellness team to develop, implement, monitor, review, and as necessary, revise school nutrition and physical activity policies. The team will also serve as resources for implementing these policies. (The wellness team consists of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals

Meals served through the National School Food Program will meet, at a minimum, nutritional requirements established by local, state, and federal regulations. Reimbursable meals shall not be more restrictive than the federal and state regulations. Meals will be appealing and attractive to children and be served in a clean and pleasant setting with adequate supervision.

Free and Reduced-priced Meals

Niobrara Public School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Meal Times & Scheduling

Niobrara Public School:

- Will provide students with adequate time to eat (20 minutes of sitting time at meals)
- Will schedule lunch periods to follow recess periods (for elementary only)
- Secondary School will operate a “closed” campus
- Will provide students with access to hand washing or hand sanitizing before meals and snacks
- Water will be available at lunch for all students

A la Carte Items

- Are offered in compliance with USDA regulations prohibiting the sale of “foods of minimal nutritional value” where school meals are served and eaten during the meal period

The sale of Foods of Minimal Nutritional Value (as defined by the USDA regulations) is not allowed on school property in areas accessible to student in the elementary, middle, and secondary schools until after the end of the school day.

Vending Machines/Beverages

Vending Machines in all building and all faculty staff areas at school and district sites shall include and are limited to:

- Water**
- 100% fruit juice**
- Non-carbonated drinks with less than 150 calories per container (such as PowerAde, Gatorade, etc.)**

Fundraising Activities

Fundraising Activities involving the sale of food or beverages will not take place until after the end of the last lunch period of the day. Niobrara Public School will encourage the fundraising activities that are not food based or foods of minimal nutritional value.

Snacks

Snacks served during the school day will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water and/or milk beverages as the primary beverage. Snacks will not be served 1 hour before meals and 1 hour after the end of the last lunch period.

Rewards

Niobrara Public School will only use foods and beverages that meet the nutrition standards for foods and beverages sold as rewards for academic performance or good behavior. Niobrara Public School will not withhold food or beverage (including food served through school meals) as a punishment.

Celebrations

Niobrara Public School will limit celebrations that involve food during the school day. Any celebration that includes food and beverages will not be allowed or provided until at least one hour after the end of the last lunch period of the day. The district will provide a list of foods that meet the district’s snack standards and ideas for healthy celebrations/parties.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

Niobrara Public School aims to teach, encourage and support healthy eating by students. Niobrara Public School will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level to all students, including those with disabilities, special health care needs and in alternative education settings;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- Cafeteria/Foodservice Based Education Programs will be encouraged;
- Topics encouraged for elementary classrooms are the following: proper hand washing, adequate drinking water, food groups (My Plate), trying new foods, serving sizes, energy input vs energy output, Nutrition Facts Label reading, choosing healthy foods, Oral Health, Body Image, Origins of common foods, Basic Food Preparation, and Basic Food Safety.
- Topics encouraged for middle and high school classrooms include the following: proper hand washing, adequate drinking water, basic nutrient requirements, dietary guidelines and personal eating plans, meal time and families, eating patterns in various cultures, balanced and unbalanced meals, healthy body image, energy input vs energy output, fad diets and healthy ways to lose/gain weight, food preparation and food safety;
- Administration will inform teachers and staff of opportunities to attend trainings on nutrition and the importance of role modeling healthful habits for our students;

Family & Community

Family members and community members are encouraged to become actively involved in programs that provide nutrition education. Parents will be invited and always welcome to join students for school meals. If a lunch is sent to school, parents are encouraged to pack healthy lunches and snacks. Niobrara Public School will communicate with family and community about school wellness via school website, newsletters, or other take-home materials.

Staff Wellness

Niobrara Public School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The School Wellness Team will develop, promote, and oversee a multifaceted plan to promote staff health and wellness. Niobrara Public School staff members are encouraged to serve as healthy role models for our students.

IV. Physical Activity Opportunities and Physical Education

All students in grades K-12, including student with disabilities, special health-care needs and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the school year.

Daily Physical Education (P.E.) K-12

- All students in grades K-12 will be provided the opportunity to receive daily physical education
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity
- Students will be provided an environment that encourages safe and enjoyable physical activity for all students, including those who are not athletically gifted. Students will have the opportunity to participate in lifetime physical activities (e.g. walking, Pilates, golf, weight lifting, etc.)
- The physical education curriculum will be sequential and consistent with the Nebraska Department of Education Physical Education Essential Learnings K-12.

Daily Recess

- Elementary students will have at least 20 minutes a day of supervised recess, preferably outdoors;

- Moderate to vigorous physical activity will be encouraged verbally and through the provision of adequate space and age-appropriate equipment.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g. running laps, pushups, etc.) or withhold opportunities for physical activity (e.g. recess, physical education) as punishment. (This guideline does not apply to extracurricular sports teams). Physical Activity can be used as a reward.

Integrating Physical Activity into the Classroom Setting

For student to receive the nationally-recommended amount of daily physical activity (i.e. at least 60 minutes per day) and for student to fully embrace regular physical activity as a personal behavior, student need opportunities for physical activity beyond physical education class. Niobrara Public School will encourage:

- Classroom health education that will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spend on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons;
- When circumstances make it necessary for student to remain indoors and inactive for two or more hours, the students will be given periodic breaks during which they will be encouraged to stand and be moderately active (e.g. mad minutes);
- School Administration will inform teachers and staff about opportunities to attend training on physical activity/physical education and the importance of modeling healthful habits for students;
- Teachers will be able to access physical education/physical activity/nutrition resources via the Nebraska Action for Healthy Kids website and the Nebraska Department of Education PE Health website.

Safe Routes to School

Niobrara Public School will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for student to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The district will also explore the availability of federal “safe routes to school” funds, administered by the state department of transportation, to finance such improvements.

Use of School Facilities Outside of School Hours

School spaces and facilities will be made available to students, staff, and community members before, during and after the school day, on weekends, and during school vacations at the administration’s discretion. These spaces and facilities will be available to community agencies and organizations offering physical activity and nutrition programs, also at the discretion of the administration. School Policies concerning safety will apply at all times.

Family & Community

Information will be provided to help families incorporate physical activity into the lives of all household members. Families and community members will be encouraged to institute programs that support physical activity. The district will provide information about physical education and other school-based physical activity opportunities before, during and after the school day, and support parents’ efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through the school website, newsletters, or other take-home materials, special events, or physical education homework.

V. Monitoring and Policy Review

Monitoring

The Superintendent and School Wellness Coordinator (or designee) will ensure compliance with established district-wide nutrition and physical activity wellness policies and will report on the school's compliance to the School Board as necessary.

School Food Service Staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. In addition, the school district will report on the most recent USDA School Meals Initiative review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The School Wellness Coordinator will develop a summary report every three years on district wide compliance with the district's established nutrition and physical activity wellness policies. That report will be provided to the School Board and also distributed to all school wellness committee members, parent/teacher organization, school principals, and school health services in the district.

Policy Review

To help with the initial development of the district's wellness policies, a baseline assessment of the school's existing nutrition and physical activity environments was conducted in the 2013-2014 school year as part of the Healthy Schools Workshops and USDA School Nutrition Workshop. As part of that review, the school district reviewed nutrition and physical activity policies, provisions of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district will as necessary revise the wellness policies and develop work plans to facilitate their implementation and the School Health Index from the Centers for Disease Control and Prevention will be utilized and review at least every three years.

Article 5

Students

Policy No. 5058

Dating Violence Policy

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

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

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

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

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

The administration will be responsible for ensuring that this dating violence policy is published in the district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration deems appropriate. If requested, parents of legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2, 139 to 79-2, 149

Date of Adoption: July 12, 2010

Pregnant and Parenting Students

Policy No. 5054

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

Attendance and Leave of Absences

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

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

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

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the

student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

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

Privacy and Confidentiality

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

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

Other Accommodations

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

Bullying and Harassment

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

Policy Dissemination

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

Legal Reference: Neb. Rev. Stat. §§ 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC §1681 (Title IX); 34 C.F.R. §106.40 (Title IX)

Cross-Reference: Non-discrimination policies Date of Adoption: April 2018

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

NIORARA PUBLIC SCHOOL

Permission to Administer Routine Medications

Students often come to the office to request medicines such as aspirin, cough drops, etc. We are not able to administer medication unless we have specific instruction & permission to do so. Please fill out your choice of care for your student.

I give permission for my student, _____, to receive the following over the counter medications to be administered by unlicensed staff members:

<u>Medication</u>	<u>Parent/Guardian's Initials</u>
Tylenol	_____
Ibuprofen	_____
Cough Drops	_____
Benadryl- cream	_____
Pepto-Bismol, Tums, etc	_____
Other: _____	_____

PLEASE DO NOT ADMINISTER ANY MEDICATION TO MY STUDENT
(If this is your choice, please circle this statement & initial.)

There are times when physicians and parents/guardians want students to carry their own medications (i.e. asthma inhaler, bee sting stick, etc.). If your student requires self-carry medications, the school needs a copy of the prescription or bottle/box label and parental authorization. Parents/guardians are responsible for any misuse of the medication.

Self-Carry Medication: _____ Reason: _____
Parent/guardian's Initials: _____

If your child is placed on short-term medications such as antibiotics or cold medications, they must be kept in the office- not the student's locker or book bag. **Please send a note** explaining the dosage and frequency. Parents/guardians are encouraged to send only one day's supply at a time.

I request/authorize the school to give the above named medication to my student in accordance with their health care provider. I understand that unlicensed staff may be administering medications and I accept ultimate responsibility for monitoring the effects of the medications.

Signature of parent/guardian

Date

NIOBRARA PUBLIC SCHOOLS SIGNATURE FORM

This form is used to verify that students and their parent(s)/guardian(s) have had the opportunity to read and possess a copy of the student handbook governing the policies and procedures of Niobrara Public School District 54-0501. Signatures are required before students will be allowed to participate in any school sponsored activities or contests. Additionally, students and their parent(s)/guardian(s) must initial below to verify that they have received and understand the specific policies listed.

“I/We have read and understand the following policies and procedures found in the Niobrara Public School District’s Student Handbook:”

**Student’s
Initials**

**Parent’s
Initials**

- | | | |
|--|-------|-------|
| 1. Permission to participate in all NSAA activities
except those listed here _____ | _____ | _____ |
| 2. Computer/Internet Use Policy | _____ | _____ |
| 3. Distance Learning Behavior Policy | _____ | _____ |
| 4. Receipt of Drug and Alcohol Policy | _____ | _____ |
| 5. Extra/Co-Curricular Eligibility Policy | _____ | _____ |
| 6. Gun Free Schools/Weapons Policy | _____ | _____ |
| 7. Student’s Photo May Be Used on Webpage | _____ | _____ |
| 8. Bullying Policy, Anti-Discrimination, Anti-Harassment, and Anti-Retaliation | _____ | _____ |
| 9. I read and agree to the Student/Parent SchoolWide Title Compact and Parent Involvement Policy | _____ | _____ |
| 10. Concussion Policy | _____ | _____ |
| 11. Health and Wellness Policy | _____ | _____ |
| 12. Dating Violence Policy | _____ | _____ |

“By signing this form I/we acknowledge receipt and understanding of the information contained within the Niobrara Public School District’s Student Handbook. I/We understand that if there is any confusion about any information found within the handbook, we are encouraged to contact the administration for clarification.”

STUDENT’S SIGNATURE

PARENT(S)/GUARDIAN(S)
SIGNATURE(S)

DATE

DATE