



**Middle School
and
High School
Student Handbook**

2019-2020

Article 1 – Mission and Goals

Section 1 School Mission Statement

Welcome to North Bend Central Public Schools. The Board of Education, administration and staff are committed to BUILDING SUCCESS TOGETHER.

Section 2 Goals and Objectives

The goals and objectives of the North Bend Central Public Schools district are as followed:

- Acquire foundational academic skills
- Inspire students to develop goals and become life-long learners
- Develop technological skills to meet the needs of an evolving society
- Utilize problem solving skills that enable a student to make educated decisions
- Provide educational opportunities to meet the needs of all students
- Create a respectful and accepting environment with an appreciation for diversity

Section 3 Mutual Respect

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

Section 4 Complaint Procedures

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

1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

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

Article 2 - School Day

Section 1 Admission Requirements

NBCPS Board Policy 3110 governs admission to NBC Middle School/High School. It states, in part:

(1) Upon enrollment in North Bend Central Public Schools and prior to the admission of a child in the district's schools for the first time, the parent/guardian shall furnish the school with a certified copy of the child's birth certificate issued by the state in which the child was born. Other reliable proof the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of a birth certificate, may be used in lieu of a birth certificate. An affidavit for the purposes of this policy is defined as a notarized statement by an individual who can verify the reason a copy of a birth certificate cannot be produced.

The Superintendent or his/her designee shall notify the person enrolling the student of the requirement that state law further requires that such proof of identity and age be given to the school within thirty (30) days of enrollment (if enrollment without such has been allowed). If this requirement is not met, the administration shall give another notice to the person enrolling the student that unless he or she complies within ten (10) days, the matter shall be referred to the appropriate County Attorney for investigation. Any affidavit received as proof of the child's identity and age that appears inaccurate or suspicious in form or content shall be reported immediately to the appropriate County Attorney by the school.

(2) Upon enrollment in North Bend Central Public Schools and prior to the admission of a child in the district's schools for the first time, the parent/guardian shall furnish the school with evidence of a physical examination by a physician, physician's assistant, or nurse practitioner within six months prior to the entrance of the child into the beginner grade or the seventh grade or, in the case of a transfer from out of state, to any other grade. No physical examination shall be required of any child whose parent or guardian submits a written statement objecting to a physical examination (See Board Policy 3341).

(3) Upon enrollment the parent/guardian shall also provide evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within

six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. A vision evaluation prior to entrance into the seventh grade is encouraged, but not required. The Superintendent or his/her designee shall notify the parent/guardian of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or his/her designee shall also provide information to assist parents/guardians in receiving free or reduced-cost visual evaluations for low income families who qualify.

(4) Upon enrollment the parent/guardian shall also provide evidence of compliance with the immunization requirements required by state law and as specified in Board Policy 3341. These include evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products; as such standards existed on January 1, 2009. In lieu of the required immunizations, the parent or legal guardian may submit a written statement refusing immunization or meet other exceptions established by law. An exception to the immunization provision for religious reasons is provided in 79-220, RRS.

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

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

(5) Students, other than those entering Kindergarten, who wish to enroll in school in this district may be admitted to classes on a temporary basis and shall be officially accepted only after a satisfactory evaluation by the school administration of the following: academic records including an official transcript of grades/credits or such other appropriate records as may be required, birth certificate, physical examination, and immunization records as specified above.

(6) It shall be the responsibility of the Superintendent or his/her designees to classify entering students as to grades and courses of study. Board Policy 3220 provides more detailed information as to this responsibility.

A. Students who have been attending non-approved private schools or home schools will be placed temporarily in an age-appropriate grade which the determination of appropriate placement is being made. The following information, and such other information as the Superintendent or his/her designee deem appropriate, may be considered in determining placement.

- **The student's chronological age.

- **Previous public school or approved private school experience.

- **Standardized achievement test data.

- **Standards assessment data.

- **Diagnostic test data.

- **Criterion-referenced test data.

- **Recommendations of teachers, guidance counselors, and other professional staff.

B. Students who have been attending non-approved private schools or home schools and who seek admission to Grades 9-12 will be granted credits in core curriculum subject matter to the extent that they can show evidence of mastery of the subject matter. Credit in non-core curriculum subjects can be granted at the discretion of the high school Principal. The following information, and such other information as the Superintendent or his/her designee deem appropriate, may be considered in determining mastery of core curriculum subject area:

- **Completion of chapter tests and final examinations.

- **Appropriate criterion-referenced examination scores.

- **Standardized achievement test data.

- **Standards assessment data.

- **Diagnostic test data.

- **Recommendations of teachers, guidance counselors, and other professional staff.

A grade of 'Pass' shall be assigned for those courses in which the student is granted credit upon entrance and the courses will not be included in the student's Grade Point Average or in determining eligibility for academic honors.

C. Full-Time Enrollment. As a general rule, students must be enrolled in North Bend Central Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system. Exceptions may be permitted by the Superintendent or his/her designee for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the district pursuant to an interlocal agreement or other arrangement approved by the Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

D. Part-Time Enrollment. Resident students who are attending approved parochial or private schools, non-approved private schools, home schools, or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements, may apply to attend classes offered by the school district on a part-time basis. Such students are referred to herein as 'non-public school students'. The Superintendent or his/her designee may enroll such 'non-public school students' on a part-time basis as permitted by law under the following guiding principles:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.
2. Enrollment of a non-public school student in North Bend Central Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
5. Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.
6. Part-time students may enroll in both core curriculum and non-core curriculum classes.
7. Enrollment of part-time students will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students.
8. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement.

The Superintendent or his/her designee shall determine whether such part-time enrollment is within the guidelines cited above and, of the student and school district and, if so, may approve an individual part-time enrollment plan for the student. Among the criteria that must be considered in developing a part-time enrollment plan is the extent to which the student can demonstrate mastery of prerequisite subject matter and the number of students enrolled or scheduled to enroll in the classes included in the part-time enrollment plan. The decisions of the Superintendent regarding part-time enrollment may be appealed to the Board of Education.

Students participating in a part-time enrollment plan will be held to the same requirements for attendance, discipline, participation, and required assessments as are all other students. Students who are attending North Bend Central Public Schools under an approved part-time enrollment plan in Grades 7 or 8 may participate in extracurricular activities. The nature of such participation shall be described in the part-time enrollment plan. Students attending Grades 9-12 under a part-time enrollment plan may participate in extracurricular activities that are not sanctioned by the Nebraska School Activities Association (NSAA) in accordance with the terms of their enrollment plan. Part-time students who wish to participate in NSAA-sanctioned extracurricular activities must meet the NSAA eligibility requirements which includes enrollment in at least 20 credit hours per semester. The decisions of the Superintendent regarding extracurricular activity participation may be appealed to the Board of Education.

(7) The admission of Foreign Exchange students may be approved by the Superintendent. At the time of enrollment in NBC, the educational record of Foreign Exchange Students will be evaluated and an effort will be made to compare credits earned in their home country to the requirements of NBC High School. If a clear equivalency can be established and if it is possible for the student to successfully complete the remaining NBC graduation requirements within one year, the Foreign Exchange Student may earn a regular NBC diploma and participate in appropriate graduation activities. (See Board Policies 3210 and 3212) If equivalency cannot be clearly determined or if the student cannot meet NBC's graduation requirements within one year, then the Foreign Exchange Student shall receive a certificate at the completion of his/her studies at NBC showing his/her attendance and performance in each class. In such case, the Superintendent or his/her designee shall determine the extent to which the student may participate in graduation activities. The decisions of the Superintendent regarding the admission of Foreign Exchange students can be appealed to the Board of Education.

(8) Any student enrolled in North Bend Central Public Schools who is subject to the compulsory education laws of the State of Nebraska shall also be subject to the procedures to compel attendance outlined in Board Policy 3130. However, any student under six (6) years of age prior to January 1 of the then-current school year who is enrolled may have his/her enrollment

discontinued if the student's parent or guardian notifies the Superintendent or his/her designee in writing of the intent to discontinue enrollment. See Board Policy 3130.

(9) The provisions of this policy or any other North Bend Central Public Schools Board of Education Policy notwithstanding, no student shall be permitted to enroll in North Bend Central Public Schools who has been expelled from any public school district in any state, or from a private denominational, or parochial school in any state and who has not completed the terms or time period of the expulsion. The North Bend Central Public Schools Board of Education in its sole and absolute discretion may waive this provision upon a proper application approved by a majority vote. As a condition of enrollment, the Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed.

A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion pursuant to the Nebraska Student Discipline Act of 1994 as amended, or for any expulsion for an offense for which expulsion is not authorized for a public school student under the Nebraska Student Discipline Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Termination of Admission Privileges

(1) A student who has received a high school diploma or received a General Equivalency Diploma (GED) shall not be eligible for admission or continued enrollment unless such admission is provided for in the student's Individual Education Plan (IEP).

(2) Unless a student's Individual Education Plan (IEP) provides to the contrary, a student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The 'school year' for this purpose is defined as ending at the last day of instruction for graduating seniors.

Section 2 Daily Schedule

Period 1	8:10 a.m. – 9:01 a.m.	Period 4	11:25 a.m. – 12:48 p.m.
Period 2	9:04 a.m. – 9:55 a.m.	Period 5	12:51 p.m. – 1:42 p.m.
Period 3	9:58 a.m. – 10:49 a.m.	Period 6	1:45 p.m. – 2:36 p.m.
TAP	10:52 a.m. – 11:22 a.m.	Period 7	2:39 p.m. – 3:30 p.m.

Section 3 Severe Weather and School Cancellations

The policy at North Bend Central Public Schools is to attend school for the regular hours whenever it is reasonable to do so. We try to avoid dismissing school for weather-related reasons unless we have had an opportunity to notify parents in advance. If we have to dismiss we will call KFAB (AM 1110) in Omaha and KHUB (105.5) in Fremont (1340) as well as a number of other radio and TV stations prior to 7:00 a.m. We will also have School Closing Information on the school district website at: www.nbtigers.org. It has been the policy at NBCPS to avoid late starts and early dismissals. However, in making decisions on dismissal, the safety of students is our highest priority. When late starts must occur, generally both schools will open at 10:30 a.m. with staff in place 30 minutes ahead of that. Early dismissal times cannot be standardized.

When school resumes, we will run our bus routes where feasible, but we realize that there are some places in which we cannot safely go and we don't expect students or parents to endanger their safety in order to get to school. If a student legitimately cannot get to school because of weather conditions, they will be excused.

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

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

Section 4 Closed Campus

All students are required to remain on campus during the school day. Students needing to leave the school building prior to the end of the school day must have a parent/guardian to notify the school office prior to the students absence and the student is required to sign-out in the front office.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will be admitted to the school building at 7:00 A.M. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

Signing a Child In and Out of School

Parents or guardians are required to notify/sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must contact the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

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

Supervision at Dismissal

School staff will remain on duty 15 minutes after school dismissal. Students are expected to attend their after school program or leave campus during this time. NBC staff will not be responsible for supervision 15 minutes after the dismissal bell.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Closing Procedures

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

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

Section 6 Access to Students

Access to students is governed by Board Policy 3410. That policy states, in part:

“North Bend Central Public Schools welcomes visitors during the regular school day, as well as at the district’s public events. Parents and/or guardians are particularly encouraged to visit the schools. However, the protection of the students and staff of North Bend Central Public Schools is of paramount importance and the Board of Education and administration may take reasonable and non-discriminatory measures to restrict access to the schools and to students and staff.

All visitors are required to check into the school office before visiting classrooms or other areas. If the building administrator determines that the presence of any person is disruptive of, or detrimental to, any or all phases of the school program, then the administrator may prohibit that individual’s presence on school property.

Any person who comes to the school to talk to or take a student with him/her must obtain permission of the Superintendent or his/her designee prior to contacting the student. The Superintendent or his/her designee shall not grant such permission unless the person has a clearly valid and proper reason for contacting the student. Parents and guardians will be granted access to their students on an immediate basis upon request unless there is a legally necessary reason to deny such access. However, parents and guardians who enter classrooms may be subject to reasonable restrictions to prevent the disruption of the instructional process. Non-custodial parents may have access to students in accordance with the conditions of their custody agreement. Access to students by non-parents must be authorized by the Superintendent or his/her designee.

Law enforcement officers shall be granted access to students at school on a limited basis. When possible and appropriate, law enforcement officers shall contact the student’s parents before conducting interviews with a student. In cases of suspected child abuse or neglect, law enforcement officers may be granted permission by the Superintendent or his/her designee to talk to the student or students involved. If requested by a law enforcement officer, the Superintendent or his/her designee shall not contact the student’s parent/guardian, but shall be present during the interview. When conducting a legal arrest or pursuant to any valid court order, law enforcement officers shall be allowed to remove a student or students from school premises. The Superintendent or his/her designee shall make an attempt to contact the student’s parent or guardian in such circumstances.

Except as described above or in emergency circumstances, the Superintendent or his/her designee shall not consent to the removal of a student who is lawfully in attendance from school premises either during school hours or during supervised activities without the permission of the student’s parent or guardian.

Article 3 - Use of Building and Grounds

Section 1 Visitors

Parents and alumni are encouraged to visit North Bend Central, but you must check with the office before visiting any part of the building. Permission from the Principal, Superintendent, or their designee is required prior to contacting any student.

Section 2 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

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

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 3 Lockers

Each student is assigned a locker for storing coats, books, etc. Locker assignments are not to be changed without a satisfactory reason presented to the Principal. Locker combinations are changed every year. Students are held responsible for their own personal belongings and school issued equipment. They should always be careful to put away books and other possessions in their lockers and to keep the lockers orderly and locked. Students who persist in keeping money and valuable property in their lockers have only themselves to blame in case of loss. Items that are not locked up are left at the risk of each student. Your locker is school property and may be searched by authorized school officials.

Section 4 Searches of Lockers and Other Types of Searches

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

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

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

Section 5 Video Surveillance

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

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

Section 6 Use of Telephone

Access to the telephone in the office may be granted, but a charge may be required unless the student's call is required by school officials or is of an emergency nature. No student will be denied the use of the office phone to make a necessary call. Parents needing to call their students during the school day should call 402-652-3268. Students will be allowed to receive incoming calls *only in case of emergency*. Generally, students will not be permitted to make phone calls except during unassigned time and not during class time. The office has an answering machine which operates when both incoming office phone lines are busy or outside of business hours. Should you get the school's voicemail, please leave a message and your call will be returned as soon as reasonably possible.

Section 7 Bicycles

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

Section 8 Student Parking

All students must park in designated areas. Students are to park between the painted lines and not back into stalls. Failure to follow these rules will result in disciplinary action. Students are expected to obey all regulatory signs posted on school property. This includes "No Parking" areas, stop signs, traveling staff parking, and one-way signs. Negligent or careless driving, racing or irresponsible use of any motor vehicle on school property is prohibited. The section immediately south of the building (1st row) is reserved for faculty and visitors. The next row is reserved for seniors and faculty.

Section 9 Student Valuables

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

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 11 Accidents

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

Section 12 Insurance

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

Section 13 Bulletins and Announcements

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

Section 14 Dances

No public dances will be held at NBC. School dances will be held on an occasional basis during the school year. All dances will end at or before 12:00 midnight unless previous arrangements have been made and publicized. Students are not allowed to leave and then return to school dances. Dances are limited to NBC students and their dates. Guidelines for outside dates to school dances are as follows: Guests who are not current NBC students, other than dates approved by the Administration, are not permitted to attend NBC dances.

1. All dates must be accompanied by a current NBC student.
2. All dates must be under 21 years of age.
3. All dates must be at least in grade nine to attend a Grades 9-12 dance.
4. To attend, dates must be approved by the Administration. A sign-up sheet will be provided in the office and dates must be registered no later than noon on the last school day before the event. Out of town date forms are required.

5. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
6. Middle School dances are limited to current NBC students in Grades 7th and 8th — No outside dates are allowed.

Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for their event if you are uncertain about your attire.

Section 15 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Section 16 Emergency drills

Throughout the school year several types of emergency drills are held in order to enhance student safety. These include fire drills, tornado drills, bus evacuation drills, off-site evacuation drills, and shelter-in-place or lockdown drills. More information on these drills is contained in the school district's Safety/Security Plan and may be obtained from the Superintendent's Office.

Article 4 – Attendance

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

MS/HS- Attendance is taken every class period.

Attendance and Absences

Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, so long as the required documentation has been provided to the school:

- Court appearances/Legal appointments
- School-sponsored activities
- College/Career visits with school personnel
- Out-of-school suspension

Not School Excused. Excessive absences that are not school excused may result in a report to the county attorney's office and may be classified as follows:

- Notification by parent or guardian—parent/guardian has notified the

- school that the student will be/was absent (illness, vacations, appointments, etc.)
- Absences from school for which a signed note is received from a doctor or medical professional for medical or dental appointments/illnesses (Coded as MD and will receive special consideration when determining attendance appeals and excessive absences)
- Unverified—student is/has been absent and no contact by parent/guardian has been made with the school
- Truancy—absent from school without express permission of school officials, leaving school without permission, refusing to attend school, or failing to provide documentation for an absence

Tardy to School Students will be considered tardy from school from 8:10 to 8:25. Students arriving after 8:25 will be considered absent from 1st period.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

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

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

Absence Procedures

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

For absences unplanned such as illness, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, homework will be prepared for students who are ill. If parents or students request assignments the school should be contacted by no later than 10:00 a.m.

Absences that are scheduled in advance for activities such as school functions and family vacation make-up work needs to be completed on return to class or prior to leaving based on the teacher's requirement.

Students who are truant from class will receive a failing mark for or in each class period missed.

Attendance is Required to Participate in Activities

Students must attend school 3 complete class periods the day of any scheduled school activity in order to participate in the activity. This includes athletic contests and practices. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

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

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

Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

1. (i) Illness related to physical or behavioral health of the child;
2. (ii) Educational counseling;
3. (iii) Educational evaluation;
4. (iv) Referral to community agencies for economic services;
5. (v) Family or individual counseling; and
6. (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney.

Excessive Absence and Loss of Credit

The annual school calendar is designed so that students with normal attendance will exceed the 1,080, 1,032, or 400 instructional hours required by law. Students whose absences -- whether excused or unexcused -- are deemed to be excessive may be subject to retention in grade, the loss of academic credit, or referral to the appropriate authorities for violation of the state's compulsory education statute.

A. Excessive absence may be considered by the Administration in making determinations regarding promotion or retention in grade as described in Board Policy 3220.

B. Students in Grades 6-12 may be subject to the loss of academic credit for excessive absences, whether excused or unexcused. Junior and senior high students will be allowed six (6) absences per semester class for any reason other than directed absences as defined in Section 1 of this policy. The following procedures shall be followed in the implementation of the provisions of this section.

1. An Attendance Appeals Committee shall be formed in the school each year to approve or disapprove requests concerning extension of absences beyond the allowable number. This committee shall consist of the School Principal, three (3) faculty members elected by the faculty, two (2) parents, and a representative of the Student Council. At least four (4) members of this

committee must be present at each meeting. Students requesting rulings by the committee and their parents or guardians may attend meetings of the committee but are not required to be present. Decisions will be determined by a majority vote of those committee members present at the meeting and a tie vote will result in favor of the student. The student will be notified of the committee's decision as soon as possible by mail or in conference with the Principal or his/her designee. Any appeal of the committee's decision shall be made in writing to the Superintendent and appeals of the Superintendent's decisions may then be to the Board of Education, which shall consider the matter at a regular or special meeting. Administrative Regulation 3130-R provides guidelines and procedures for the Attendance Appeals Committee.

2. When a student is absent four (4) times (absences that would normally not be extended) from a semester course, an office phone call will be made or a letter will be mailed to the parent/guardian as a reminder of the absence status and a conference with the Attendance Appeals Committee may be requested. A student who is absent seven (7) times from a semester course will be denied credit for the course unless the Attendance Appeals Committee, following a hearing on the matter, grants an extension of the allowable absences. Extension of the number of allowable absences may be granted for reasons including, but not limited to, the following:

- (a) Personal illness documented with physician's statement.
- (b) Serious illness or death in the family.
- (c) Medical or dental care that cannot be taken care of on weekends or after school hours.
- (d) Non-school qualifying competitions and conventions with prior approval and work made up in advance (3 days per semester).
- (e) Family vacation with approval prior to going and all work made up in advance (2 days per semester)

The following excused absences are generally not approved for extension beyond the allowable six days per semester:

- (a) Personal illness without physician's statement .
- (b) Senior college visits with prior approval and work made up in advance (one allowed per semester).
- (c) Parental requests with prior approval and work made up in advance (two allowed per semester).
- (d) Attendance as a spectator at state or NSAA district tournaments or meets with prior approval and work made up in advance (one allowed per semester).

When a student anticipates that a particular absence may cause him/her to exceed the six absence limit and may require extension, he/she can request that the Appeals Committee issue a ruling in advance. The Appeals Committee may approve or disapprove the absence. The student and his/her parent or guardian should apply for a ruling at least one week prior to the absence.

Article 5 - Scholastic Achievement

Section 1 Grading System

All students will take the equivalent of seven classes each semester while in high school. This requires students to take at least seven graded classes or six graded classes and be assigned as an aide for the seventh period (seniors only unless approved by principal- Aide periods are not graded). The GPA will be used to rank students as to their standing in their class.

In order to receive credit in a subject, a student must maintain a passing grade of 70. Grades will be given in number form. The Grading System key is as follows:

- A.....93-100
- B.....87-92
- C.....78-86
- D.....70-77
- F.....0-69

Senior High Students (Grades 9-12) who successfully complete the requirements of each approved NBC course earn credit hours toward the number necessary to graduate. Normally, an NBC semester course is worth five (5) credit hours towards the graduation requirements. (Note: Board Policy 3210---Graduation Requirements).

Middle School Students (Grades 6-8) who successfully complete the requirements of each NBC approved course earn units of credit toward promotion, according to Board Policy 3220 and 3220-R.

Section 2 Graduation Requirements

To participate in commencement exercises or receive a North Bend Central Public Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

- a. Officially register as a student at the high school and has been enrolled in eight (8) semesters. (Grades 9-12) unless approval of mid-term graduation is granted as per school district policy
 - b. Pass 220 semester credit hours of senior high school course work
 - c. Satisfactorily earn the following subject-area requirements:
 - English----- (40 credit hours)
 - Social Studies----- (30 credit hours {Am. Government and Am. History are required})

Mathematics----- (30 credit hours {Algebra I required})
Science----- (30 credit hours {Biology I required})
Physical Education----- (10 credit hours)

*Successful completion of American Government (5 credit hours) and American History (10 credit hours) are required of each student for graduation.

*Administrative regulations may be developed and approved by the Board to permit substitutions for requirements in the subject areas of English, social studies, mathematics, and science.

*The successful completion of 15 semester hours of Journalism credit shall permit a student's English requirement to be reduced by five (5) credit hours.

*The successful completion of 15 semester hours of Speech credit shall permit a student's English requirement to be reduced by five (5) credit hours.

A student will receive a diploma only when all graduation requirements have been satisfied. Except under circumstances as described below for Foreign Exchange Students, no certificates of attendance will be awarded as a substitute for a diploma.

At the time of enrollment in NBC, the educational record of Foreign Exchange Students will be evaluated and an effort will be made to compare credits earned in their home country to the requirements of NBC High School. If a clear equivalency can be established and if it is possible for the student to successfully complete the remaining NBC graduation requirements within one year, the Foreign Exchange Student may earn a regular NBC diploma and participate in all graduation activities. If equivalency cannot be clearly determined or if the student cannot meet NBC's graduation requirements within one year, then the Foreign Exchange Student shall receive a certificate at the completion of his/her studies at NBC showing his/her attendance and performance in each class. In such case, the Principal shall determine the extent to which the student may participate in graduation activities.

Section 3 Mid-Term Graduation

Board Policy 3211 provides for Mid-Term Graduation. It states: "As described in Board Policy 3210, Graduation Requirements, the minimum requirements for graduation from North Bend Central High School include enrollment in high school (Grades 9-12) for eight semesters, successful completion of at least 220 semester credit hours of senior high school coursework, and successful completion of certain specific courses. The Board of Education may consider, on a case-by-case basis, allowing students to graduate upon completion of seven semesters under conditions where the student has displayed successful academic achievement, exhibited appropriate behavior and attendance habits, and outlines a post-graduation plan which includes further education or career training. Students may be considered for early graduation after appearing personally before the Board of Education and demonstrating that:

- (a) All the academic requirements of the Board Policy 3210, Graduation Requirements, except for the eight semester requirement, will have been met at the end of seven semesters.
- (b) The student's parent/guardian has given their written permission.
- (c) He/She has a post-graduation plan in place which includes further post-secondary education or career training.
- (d) The Principal has certified that the student has exhibited appropriate behavior and attendance habits during high school.
- (e) He/she made application for early graduation to the Principal on or before May 1 of the year prior to his/her seventh semester or that conditions exist which would justify the waiver of that requirement.
- (f) He/she enrolled for seven classes, not including a teacher aide assignment, in his/her seventh semester and that these classes includes courses in English, mathematics, science, and social studies or alternative courses approved by the Principal and that the student has (or will) pass all of his/her core courses during the seventh semester.
- (g) He/she has (or will) complete final exams at the end of the seventh semester.

Students who receive permission to graduate early are encouraged to participate in the May graduation ceremony provided that they conform to the behavior and attire standards that govern the other graduating seniors. However, since early graduates are not active NBCHS students during the eighth semester, they may not participate in school activities or functions, such as Prom, etc. which are limited to NBCHS students.

Section 4 Graduation Ceremony Requirements

North Bend Central High School Seniors shall be allowed to participate in graduation ceremonies if he/she fulfills the following requirements satisfactorily:

1. Complete all graduation requirements stated in District Policy.
2. Fulfill all financial obligations of North Bend Central Public Schools
3. Receive the recommendation of the Principal.

Failure to comply with the above will disqualify a student from participation in graduation ceremonies.

Notification and appeal procedures will follow the guidelines established in Board Policy and state law.

Students may not alter graduation wear.

Section 5 Promotion and Retention

MIDDLE SCHOOL PROMOTION OR RETENTION

North Bend Central sixth (6th) grade students successfully completing a majority of sixth grade courses and receiving the Principal's approval shall be promoted to the seventh (7th) grade the following school year.

Successfully completing a majority of sixth grade courses shall be defined as receiving 10 units of credit towards seventh grade promotion with at least 7 units from the basic five courses: English, math, reading, science, and social studies. Seventh grade units are defined as:

*One (1) unit shall be awarded for each semester earned in English, math, reading, science, and social studies.

*One half (1/2) unit shall be awarded for each semester of music, and/or PE, and; one half unit shall be awarded for each quarter of art, keyboard, and/or teen issues.

North Bend Central seventh (7th) grade students successfully completing a majority of seventh grade courses and receiving the Principal's approval shall be promoted to the eighth (8th) grade the following school year.

Successfully completing a majority of seventh grade courses shall be defined as receiving 10 units of credit towards seventh grade promotion with at least 7 units from the basic five courses: English, math, reading, science, and social studies. Seventh grade units are defined as:

*One (1) unit shall be awarded for each semester earned in English, math, science, reading, and social studies.

*One half (1/2) unit shall be awarded for each semester of music, and/or PE, and; one half unit shall be awarded for each quarter of art, keyboard, Spanish, and/or speech.

North Bend Central eighth (8th) grade students successfully completing a majority of eighth grade courses and receiving the Principal's approval shall be promoted to the ninth (9th) grade, the following school year.

Successfully completing a majority of eighth grade courses shall be defined as receiving 8 units of credit towards eighth grade promotion with at least 5 units from the basic four courses: English, math, science, and social studies. Eighth grade units are defined as:

*One (1) unit shall be awarded for each semester earned in English, math, science, and social studies.

*One half (1/2) unit shall be awarded for each semester of music, and/or PE, and; one half unit shall be awarded for each quarter of Spanish, computer, home economics, and/or industrial arts.

Section 6 Grade Classification

Board Policy 3220 states: Students at North Bend Central Public Schools shall be promoted and classified according to the successful completion of semester courses. The Principal or his/her designee shall develop guidelines for promotion and classification. These are included in Administrative Regulation 3220-R. Appeals of the decisions of the Principal may be made to the Superintendent and, subsequently, to the Board of Education which shall consider the matter at a regular or special meeting. The following general considerations shall apply:

A. Middle School Class Membership.

- (1) Students transferring into the Middle School from accredited K-5 elementary schools shall be classified as a sixth grader.
- (2) Students successfully completing a majority of sixth grade courses and receiving the Principal's approval shall be classified as seventh graders.
- (3) Students successfully completing a majority of seventh grade courses and receiving Principal's approval shall be classified as eighth graders.

B. Senior High School Class Membership.

- (1) Students successfully completing a majority of eighth grade courses or transferring from the eighth grade of an accredited school shall be classified as freshmen.
- (2) Students will be assigned in a cohort group on entering ninth grade. Students will continue with that cohort group through senior high school.
- (3) Students will need to have completed 100 credit hours to be eligible for the junior/senior prom.

Class membership will be determined at the beginning of the school year and will remain in effect for both semesters of the current school year.

Section 7 Schedule Changes

Students will have five school days in which to make class changes. All changes must be completed by 4:00 p.m. on the fifth day of school. Any class change must be approved by your parent, Guidance Counselor, and Principal. Drop and Add slips must be completed and returned. Students will be required to make up all assignments in the new class.

Section 8 Interim Reports

Mid-term reports will be given to students at the midpoint of each grading quarter. Mid-term reports should give students and parents useful progress information during each grading quarter.

Section 9 Weekly Down List

Students need to make classroom success their number one priority. In order to encourage that students take classroom work seriously at North Bend Central Junior-Senior High School, a weekly Down List will be used.

Students who are failing will be reported to the office by 9 a.m. each Monday. These reported students will be placed on the Down List for that week and will remain on the Down List for the entire week. Students must have an accumulative average of less than 70% for that class to be placed on the Down List for that subject.

Students must be taking at least twenty academic semester hours per week and be doing passing work in twenty semester hours of the current semester to be eligible for activities. Students will become ineligible for activities if either one or both of the following conditions applies:

(1) If a student carries an average of below 70% in more than one class for a period of two weeks in the same classes, he or she becomes ineligible for all activities until these grades are raised to a 70% average or higher (may not be below 70% in more than one class).

(2) Failure in three subjects during any one week period automatically makes a student ineligible for any activities. This ineligibility includes Competitive Music, Pep Band, Plays, Athletics, and all other extracurricular activities.

Students that are down in any one class for three consecutive weeks will have a progress report sent to their parents/guardians.

Section 10 Citizenship Grades

The school staff will make every effort to encourage appropriate citizenship on the part of students at North Bend Central Junior-Senior High School. Appropriate behavior will be rewarded through the use of a citizenship grade that will be given by each of a student's teachers.

Section 11 Honor Roll

After each nine-week grading period students receiving grades in academic subjects that meet the criteria for the Honor Roll.

HONOR ROLL - For a student to be placed on the Honor Roll list, he/she must earn at least a grade average of 93.00%.

Section 12 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 to misrepresent 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):

(1) 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.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula 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.

(3) 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.

(4) 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.

(5) 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):

- (1) 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.
 - (2) 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.
 - (3) 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.
 - (4) 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.
 - (5) 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:

- (1) 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.
 - (2) 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 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 for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism 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. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a 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.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

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

Special Education Placement

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

achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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

More Information

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

Section 2 Students with Disabilities: Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

North Bend Central Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by the counselor's office and make arrangements for an appointment.

Section 4 Health Services

Board Policy 3341 outlines the following requirements to comply with state law regarding physical examinations and immunizations. It states in part:

Physical Examinations: In accordance with state law, North Bend Central Public Schools requires that prior to the entrance of any child into Kindergarten and the 7th Grade, or in the case of transfer from out-of-state schools to any other grade in the school, the parent/guardian must submit written evidence of a physical examination of the child by a licensed physician, physician's assistant or nurse practitioner. This definition excludes chiropractors. The examination must have been administered within six months of the enrollment date. The law does not specify the content of the physical exam. Parents should consult their physician about that. The cost of the examination is to be borne by the parent/guardian. As a substitute for such evidence of a physical examination, an objection in writing to a physical examination of such child signed and dated by a parent or guardian of such child may be submitted to the school.

(See Appendix 3341 E1)

Visual Evaluation: Beginning with school year 2006-07, upon enrollment the parent/guardian shall also provide evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. A vision evaluation prior to entrance into the seventh grade is encouraged, but not required. The Superintendent or his/her designee shall notify the parent/guardian of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or his/her designee shall also provide information to assist parents/guardians in receiving free or reduced-cost visual evaluations for low income families who qualify.

Immunizations: In accordance with state law, each student shall be protected by immunization against the following diseases, unless otherwise exempted from this requirement: diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law. For the purpose of complying with the requirement of immunization against the diseases listed above:

A. Students 2-5 years of age enrolled in a school-based program are considered to be immunized if they have received 3 doses of pediatric Hepatitis B vaccine, 4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 1 dose of MMR vaccine given at or after 12 months of age, and 3 doses of Hib vaccine or 1 dose of Hib vaccine given at or after 15 months of age, 1 dose of Varicella (chickenpox) given at or after 12 months of age or written documentation (including year) of Varicella disease as provided by parent/guardian or health care provider.

B. Students enrolling for the first time (Kindergarten), enrolling in Grades 7 or 8, and all transferred students from outside the state regardless of the grade they are entering are considered immunized if they have received 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age, 3 doses of DTaP, DTP, DT or Td vaccine with at least one dose given on or after the child's 4th birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine given at or after 12 months of age and separated by at least one month, and 1 dose of Varicella (chickenpox) vaccine if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of Varicella separated by at least one month, or written documentation (including year) of Varicella disease as provided by parent/guardian or health care provider

C. All other students are considered immunized if they have received 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age, 3 doses

of DTaP, DTP, DT or Td vaccine with at least one dose given on or after the child's 4th birthday, 3 doses of Polio vaccine, and 2 doses of MMR vaccine given at or after 12 months of age and separated by at least one month. Varicella vaccine or proof of immunity is required only as cited above.

For purposes of compliance with the immunization requirement, North Bend Central Public Schools requires the presentation of an immunization history containing the name of the vaccine, the month and year of administration (the month, day and year for MMR vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines. **(See Appendix 3341 E2)**

Medical/Religious Exemptions: Each student shall be protected against the diseases listed and submit evidence of immunization as described above. Any student who does not comply with these requirements shall not be permitted to continue in school, except as provided below. Immunization shall not be required for a student's enrollment if he or she submits to the Superintendent or his/her designee either of the following:

(1) A statement signed by a physician, physician assistant, or nurse practitioner (this definition excludes chiropractors) stating that, in the health care provider's opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household; OR

(2) A notarized affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

A student may be provisionally enrolled if he or she has begun the immunizations against the specified diseases prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. For purposes of complying with these requirements:

A student is considered to have begun immunizations against polio, diphtheria, tetanus, Pertussis, hepatitis B, measles, mumps, and rubella if he or she has had at least one dose of DTaP/DTP/DT/Td, one dose of Hepatitis B, one dose of either trivalent OPV or one dose of IPV, and either one dose of the combined measles, mumps, and rubella vaccine or one dose of each vaccine for measles, mumps and rubella.

Continuation of necessary immunizations as rapidly as is medically feasible shall be documented by a written statement from the student's immunization provider which shows the scheduled

dates to complete the required series. Failure to receive the necessary immunizations as rapidly as is medically feasible shall result in exclusion of the student from attending school until either documentation of immunization or a medical statement or religious affidavit is provided to the school. The time interval for the completion of the required immunization series shall not exceed nine (9) months.

A student may also be provisionally enrolled if he or she is the child or legal ward of an officer or enlisted person, or the child or legal ward of the spouse of such officer or enlisted person on active duty in any branch of the military services of the United States, and the student is enrolling following residence in another state or in a foreign country.

As a condition for the provisional enrollment of a student under this section, a parent or adult legal guardian of the student shall provide the school with a signed written statement certifying that the student has completed the course of immunizations required above.

The provisional enrollment of a student qualified for such enrollment shall not continue beyond 60 days from the date of such enrollment. At such time, the school shall be provided with written evidence of compliance with the immunization requirements. The student shall not be permitted to continue in school after such date until evidence of compliance is provided.

Health Inspections: (Revised, 2010): Each school year, the North Bend Central Public Schools shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services (“Department”). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. Parents/guardians will be notified in writing concerning any defects found as a result of these health checks and will be notified if follow up by a physician is recommended.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received. Board Policy 3341 contains the required statement form.

Student Illnesses

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

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

Guidelines for Administering Medication

Recent state law changes have further restricted the ability of school personnel to dispense medicine. The Board of Education policy on this topic, Board Policy 3342, states, in part: "Medicine, including non-prescription medications, will only be provided to students with the permission of the student's parent/guardian and under the supervision of the school staff. Written permission from the student's parent/guardian is required for the provision of prescription medications to students.

Students, whose parent/guardian determines that they are responsible for administering their own medications, may keep the medication with them. However, the practice of students administering their own medications is discouraged. Parents should notify the Principal or school nurse and the child's teacher when the child is taking self-administered medication and should note any possible side effects. Prescription medication will be given to students only by the following school staff:

Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."

Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by: (i) a recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older), (ii) a caretaker for the student, or (iii) by the school nurse.

The overall accountability for monitoring the therapeutic benefit of the medication and accountability for monitoring side effects and contraindications shall be the responsibility of the student's parents. They shall submit an acceptance of responsibility for direction and monitoring document on an appropriate form to be devised by the Superintendent or his/her designee. The parent and his/her physician must provide clearly marked dosages and instructions regarding provision of the medication to the student.

All medications, other than medications to be self-administered as described above, shall be stored in secure areas in accordance with the manufacturer's or dispensing pharmacist's instructions for temperature, light, humidity, or other storage instructions. Only staff authorized by the district as responsible for the provision of medications shall have access to the medications. Medications sent on field trips shall be in containers identified for the student with directions for right dose, right time, and right route and the medication container shall be given to the person designated as responsible for the provision of the medication. Any medication errors must be immediately reported to the person responsible for providing direction and monitoring, e.g., the parent or other health care professional or provider.

The Superintendent or his/her designee shall create a recordkeeping system for the provision of medication that meets the requirements of the law. There shall be records to identify the student, name of medication given, date, time, dosage and route for each medication provided, identification of the person who provided the medication, and any refusal by the student to take or receive a medication. Records required shall be made available to the State Department of Education for inspection and copying upon request. Records documenting competency of medication providers shall be maintained for a minimum of two years after the service is provided.

Verbal parental permission is sufficient for a teacher or Administrator to provide a one-time dosage of non-prescription aspirin-like products. Such permission is required each time these products are to be administered.

Self-Management of Medication

The Nebraska Legislature passed a measure in 2006 that allows students to self-manage the administration of medication for certain medical conditions. Based on this law, NBCPS has adopted Board Policy 3344 which states in part:

“Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;

- (2) authorization of the student's physician;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition under the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.”

Asthma/Allergic Reaction

The North Bend Central Public Schools Board of Education has adopted Board Policy 3343 and an accompanying Administrative Regulation designed to implement the Asthma/Anaphylaxis Protocol required by the Nebraska Department of Education. The Policy reads, in part:

"North Bend Central Public Schools will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. In accordance with NDE Rule 59, the Protocol shall be in effect while school is in session. For purposes of this policy, the meaning of the term “in session” shall be limited to the portion of the school day when classes are taking place within the district's school buildings. This definition excludes periods of time when before/after school activities and extracurricular activities are taking place.

"The Superintendent, in conjunction with licensed health personnel, shall establish an Administrative Regulation which describes the Protocol, and such other forms and procedures as are necessary for the implementation of this policy. The regulations established shall comply with NDE rules regarding the procedures to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. The Superintendent or his/her designee may alter the regulations, forms, and procedures as necessary.

"The Superintendent or his/her designee shall ensure that each school building will procure and maintain the equipment and medication necessary for use in the case of any student or school staff emergency as described in the Protocol. Staff training in using the Protocol shall occur at least annually. Records of such training and occurrences of administering medication under the Protocol shall be maintained.

"The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under the Protocol. The waiver may be obtained from the district's School Nurse."

North Bend Central Elementary School will have trained staff on duty to implement the asthma/allergic reaction protocol and will have Epi-Pens and albuterol available for emergency use. It is urged that the parents of students with asthma or known allergies meet with the School Nurse to develop an emergency reaction plan.

**Summary of the School Immunization Rules and Regulations
For 2019-2020 School Year**

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>

<p>Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Students entering 7th grade</p>	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered.</p>

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

The School Rules & Regulations are available on the internet:
http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

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

Section 5 Transportation Services

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

Behavior on School Buses

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

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Talk quietly and use appropriate language.
3. Keep all parts of your body inside the bus.
4. Keep your arms, legs and belongings to yourself.
5. No fighting, harassment, bullying, intimidation or horseplay.
6. Do not throw any object.
7. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
8. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
9. Do not damage the school bus.

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

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

Article 8 - Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

Detention Time

Detention time will be assigned to those students who fail to abide by the rules and regulations of the school as contained in this handbook, skip class, report tardy to class or are disruptive to the normal routine of the classroom. Detention time will normally run from 15 to 60 minutes in length. In general, students have the day of the infraction or the following day to serve detention time for teachers. If students fail to serve the detention as assigned by the classroom teacher, the

detention will be turned over to the principal's office and an in-school suspension will be assigned and the detention will still need to be served. Failure to serve detention time will be considered insubordinate behavior and will result in a major infraction.

In-School Suspension

Students who are assigned in-school suspension will normally be given full credit for work completed during their in-school suspension time. Teachers will provide homework and assignments to students. Teachers will be available during their planning period to answer questions and provide instructional help as needed. Students will be considered in attendance during in-school suspension and will be restricted to the in-school suspension area assigned throughout the school day.

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 (5) school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

1. The Principal 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.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.
3. 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.

4. 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.

5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) 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.

Expulsion

1. 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 (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) 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 the expulsion; the procedures will be those set forth in the Student Discipline Act.

2. 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. The suspension pending hearing may be imposed 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.

3. 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.

4. 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 other 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.

5. 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 (1) 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.

6. Students Subject to Juvenile or Court Probation. Prior to readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet the 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.

7. 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 warrants it and shall 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/her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held for a final determination made within ten school days after the initial date of the 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 short time period.

D. Other Forms of Student Discipline. Administrative and teaching personnel may 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.

Section 3 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 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.

A. 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 consequences 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 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 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 devices, including fireworks;
7. 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 (electronic nicotine delivery systems). 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 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 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; or

12. 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 those students riding North Bend Central Public Schools' buses.

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 expulsion for one (1) 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 (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

a. Prior written permission to bring a firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having a firearm or other dangerous weapon in school is for a legitimate educational function.

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

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

B. 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 at North Bend Public Schools 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. Students will generally be allowed to wear shorts to school. However, the shorts must be of modest length and extend to approximately mid-thigh or fingertip length. Skirts and dresses must meet the same length requirements.
 - B. Halter tops and spaghetti strap tops are prohibited. Tank tops must have a 1” wide strap.
 - C. Sleeveless or shortened-sleeved shirts that are not hemmed or that expose the rib cage, torso, or undergarments other than T-shirts are prohibited.
 - D. Clothing that exposes the midriff or clothing that exposes underwear other than t-shirts is prohibited.
 - E. Clothing that sits off the shoulder may be permitted granted a tank-top that has a minimum of a 1 inch strap is worn under the shirt/blouse.
 - F. Clothing bearing patches or insignias of alcoholic beverages, drugs, tobacco, profanity or suggestive inscriptions is prohibited. (Ex. Hooters and Bong)
 - G. Hats and bandanas are prohibited during the school day.

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.

(2) Personal Electronic Devices

a. Philosophy and Purpose. North Bend Central Public Schools cautions students from bringing personal electronic devices at school. The improper 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, laptop 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. Personal Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any personal 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 personal electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student

possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events.

(4) Students may use personal 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).

(5) Headphones either wired or wireless that are to be used with electronic devices must be stored appropriately during the school day. Students may not wear throughout the school day unless directed by the supervising teacher. This includes being worn around the neck.

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.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a “sexting” messages are to report the matter to a school administrator and then delete such messages 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.

f. 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.

g. 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.

(3) Harassment and Bullying Policy: One of the missions of North Bend Central Public Schools is to provide safe and secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

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

North Bend Central Public Schools Board Policy 2211 clearly and unequivocally prohibits harassment, violence, and sexual harassment by and of its employees and students. The policy reads in part: “NBCPS is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination and harassment. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, North Bend Central Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

Purpose: For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national or ethnic origin, sex, marital status, disability, or age is prohibited. This policy covers all persons associated with the school district including students, employees, volunteers, and visitors to the schools. The following are general definitions of what might constitute prohibited harassment.

(1) In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional, or educational environment

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

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct both an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

(3) Inappropriate Public Displays of Affection (IPDA): Inappropriate displays of affection are not acceptable behavior during the school day. Students that refuse to cease these activities will be reported to the office and will be dealt with as a disciplinary problem. Students need to keep their hands to themselves at all times during the school day.

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

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Gum, candy, seeds, etc. are not normally allowed in classrooms. Only water in a clear container is allowed in classrooms during school hours. (TAP celebrations are allowed provided approved by TAP instructor)

- c. Students are expected to bring all books and necessary materials to class. Assignments for all classes are due as assigned by the teacher.
- d. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- e. 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.
- f. Students are to be in their seats and ready for class on the tardy bell.
- g. 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 the teacher which must be followed.
- h. 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.
- i. Snow handling is prohibited.
- j. Unsafe driving habits in the school parking lot.
- k. Lack of respect to teachers and/or staff member.
- l. Use of vulgar language.
- m. Cutting in line in the cafeteria, stealing food, and/or throwing food in the cafeteria.
- n. Loud or boisterous behavior during school hours.

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

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will

be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of MySpace, Facebook and other Social Networking:

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

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

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

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

Ø Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).

Ø Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

Ø People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

Ø Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.

Ø Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Ø Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations

(1) Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects 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 public safety or well-being for students in the school program 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 administration 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 or 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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Section 5 Intervention

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

Section 6 Drug/Alcohol Standards

The Board of Education has outlined specific standards regarding the use of drugs and alcohol in school, on school grounds, and at school activities whether at home or away. Board Policy 2220 states, in part:

“It shall be the policy of the school district, 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, or 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 any 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. “ In addition, the Activities Manual portion of this Handbook provides sanctions for activity participants who are found to have used tobacco, drugs, or alcohol.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are

considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

Release of Students From Class

In order for students to be released from class for activities, they must maintain a GPA of 2.00 or a 'C' average (per quarter) and/or make-up work completed in advance. Teacher must provide approval for students to be dismissed from class. It is the basic policy of North Bend Central High School to keep to a minimum the number of times a student is given permission to leave class for extracurricular activities. In order for a student to compete in interscholastic athletics, the student must fulfill completely all the regulations and requirements set forth by North Bend Central.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, the student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FFA, FBLA, Spanish Club, Art Club, Student Council, National Honor Society, Skills USA, FPS, Math Counts, Student Council and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The standards contained in this Code of Conduct apply to students who participate in school activities during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. These standards will also apply to student conduct during the summer break when the student is participating in the summer events that have been designated by the high school principal or actives director as Code of Conduct events.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended out of school or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the

educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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 or extracurricular activity purposes or making any communication that a reasonable person 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, 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 a 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 another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause 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 devices, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco to include electronic nicotine delivery systems, narcotics, drugs, a 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. 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;

11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding North Bend Central Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in 3 complete regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations

Meaning of Terms

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the

student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One (1) calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation). The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete an approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in the use of especially serious drug offenses (cocaine, meth, etc.), the consequences of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Thirty (30) consecutive days.
2. Second or Any Subsequent Offense: One (1) calendar year.

When Suspensions Begin

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is

expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining A Violation Has Occurred A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by NBC certified staff member or coach of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation.** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purposes.
2. **Meeting.** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. **Notice Letter.** Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's

parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.

c. If a hearing is requested:

i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent or guardian.

iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordings of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for 3 full class periods. A student who is not in attendance for 3-full class periods are ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances. The exception must be approved by the Principal or Athletic Director.

Section 4 Eligibility Requirements

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

An NBC student shall be deemed to be ineligible to participate when:

1. He/she is 19 years of age before August 1.
2. He/she has been in attendance for more than eight semesters.
3. He/she was not registered in a school by the 11th day of school.
4. He/she was not in school the immediately preceding semester.
5. He/she did not pass 20 semester hours of credit, the equivalent of four courses, and the preceding semester (NSAA rules regarding varsity competition).
6. He/she did not pass four courses in the immediately preceding quarter (NBC rule regarding all levels of competition).
7. He/she is on the weekly 'down list' in three courses in any one week or the same two courses in two or more consecutive weeks (NBC rule regarding all levels of competition).
 8. He/she has graduated from high school.
 9. He/she has played on an independent team during the season of that sport.
 10. He/she has played on an all-star team during the school year.
 11. He/she has changed schools without his or her parents changing residence and has not met the requirements for eligibility under the open enrollment program
12. His/her parents have changed their residence to another school district and the student remains at his/her current school. (Exceptions: If the parents move after school has started, the student will be eligible to compete for the current school year; if the option enrollment laws

allow the student to continue participation.) Check the NSAA Yearbook for the definition of the legal residence and/or see the

Activities Director.

13. He/she has not been promoted to 9th Grade and is not taking 20 semester hours of work in the 9th Grade. (Exception: age limit will allow a student to move up.)

14. He/she has not returned a Parent Receipt Form for the Student Handbook/Activities Manual.

15. He/she has participated in more than six consecutive semesters in Grades 7 and 8.

16. He/she is 14 and in Grade 7, or is 16 and in Grade 8 on or before September 1.

17. He/she is ineligible under any other Nebraska School Activities Association (NSAA) regulation.

Section 5 “Team Selection” and “Playing Time”

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 6 Accident Insurance

While it is recommended that all students be protected by health/accident insurance when participating in athletic and other activities, it is not required. Parents/guardians of athletes will be asked to specify on the physical examination/eligibility form whether they have insurance or prefer not to provide insurance. Parents/guardians who wish to receive information about insurance available for purchase through the Nebraska School Activities Association should contact the activities director for additional information.

Section 7 Catastrophic Accident Insurance

The Nebraska School Activities Association (NSAA) provides a catastrophic accident medical liability policy which covers all students (Grades 9-12) while participating in NSAA activities. The school district provides additional catastrophic insurance coverage for all students in Grades 7-12 involved in athletics and other school activities and events which may not be covered by NSAA's policy. Additional catastrophic insurance coverage is provided by the school district for all students in Grades K-12 who are involved in school activities other than interscholastic athletics.

Section 8 Student Supervision at Activities

The regulations below shall apply at activities sponsored by the school district.

1. Students shall be under the direct supervision of the sponsor or engaged in an activity approved by the sponsor at all times. They may be released only to their parents/guardian or another authorized adult.
2. Students shall not leave the site of the contest without the approval of the sponsor.
3. Students shall not leave the lodging accommodations without the approval of the sponsor.

If a student is in violation of these rules, an attempt will be made to contact his/her parents will be called and the student will be sent home with them. If parents cannot be reached, the sponsor will attempt to contact the Activities Director, Principal or Superintendent.

Section 9 Transportation

The school district generally requires that activity team members travel to and from out-of-town events as a unit. Students who are members of a group going to an activity will return with the group. To be eligible to participate, a student must generally accompany the group on the school vehicle. Exceptions require the approval of the Principal (or Superintendent) or Activities Director. On returning home, an exception to the transportation rule can be made when a parent/guardian provides a written note or makes a personal request to the sponsor for the student to be transported home by an adult driver who must be at least 21 years old.

Section 10 Letter Requirements and Awards

Requirements for earning a letter have been established for each activity. Special awards, generally purchased by the students, may be available to those who compete on teams that win their conference championship, state or district title. Specific criteria in meeting the requirements for a letter are determined by the sponsor. General criteria in meeting the requirements for a letter include:

1. Attendance at all practices unless excused by the activity sponsor.
2. Displaying appropriate behavior and sportsmanship when representing their school.

3. Adhering to rules set forth by the NBC Activities Department and their activity sponsor.

4. Participating in varsity action and met coaches expectations.

The school district will pay for one "Chenille" letter award for each NBC letter winner. All other patches and awards are generally purchased by the sponsoring organization. There exists a special white "Chenille" award which is presented to all athletes who participate in three sports for four years and letter in three sports for three years.

Section 11 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Section 12 Student Responsibility for Equipment, Uniforms, and Supplies

Students are given the responsibility for the return of all equipment, uniforms, or non-consumable supplies which have been checked out to them. They are required to return in good condition the equipment, uniform, or non-consumable supplies issued to them or to replace them or pay the replacement cost. It shall be the duty of the sponsoring teacher or coach to see that this responsibility of the student is met. If the student does not meet this responsibility, he/she may be subject to fines, reimbursement for lost or damaged items or such other penalties.

Section 13 Weight Equipment

No student or group of students shall use any equipment, including the weight machines, unless supervised directly by an NBC staff member.

Section 14 Mandatory Random Drug Testing

1. A STATEMENT OF NEED AND PURPOSE

The Board of Education for North Bend Central Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- (1) to provide for the safety of all Students;
- (2) to undermine the effects of peer pressure by providing a legitimate reason for Students to refuse to use illegal drugs and alcohol;
- (3) to encourage Students who use drugs to participate in drug treatment programs; and
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within North Bend Central Public School District Schools.

The program is designed to create a safe, drug free environment for Students and assist them in getting help when needed.

2. ELIGIBILITY OF RANDOM TESTING

Student Participation - All extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, speech and drama, One-Act, FFA, FBLA, Spanish Club, Art Club, Student Council, National Honor Society, Skills USA, FPS, Math Counts, Student Council and other school sponsored organizations and activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

Failure to submit a completed Consent to Test Form will result in ineligibility for participating in school sponsored competitive extracurricular activities until form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. **A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for the remainder of the school year from the date the Drop Form is submitted. Students have a ten (10) day grace period for reconsideration of a Drop Form.**

Students who are not participants in a school sponsored competitive activity may volunteer for participation in the testing program by submitting a complete Consent to Test Form.

3. TESTING PROCEDURES

a. Random Selection of Eligible Students

Once provided a list of eligible students, the Vendor (Sports Safe) must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of North Bend Central Public School District Students**. Chain of Custody forms will be provided by the Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may select specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Opiates	Synthetic Cannabinoids
Phencyclidine	Propoxyphene	

4. CONFIDENTIALITY

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process required as such.

Test results will be kept in confidential files separate from the student’s other records. The test results will be destroyed when no longer needed for an individual student’s situation or for the overall testing program.

5. CONSEQUENCES FOR A POSITIVE TEST

Any of the following shall be considered to be positive test results:

- A confirmed positive alcohol or drug test;
- Refusal to participate in the testing when selected, **including the submission of a Drop Form upon being requested to be tested;**
- Tampering with the specimen collection process; and/or
- Self-report to a school official prior to testing

The following shall result from a positive test result:

The student’s privilege of participating in extracurricular activities will be restricted in the same manner and to the same extent as though the students had committed a violation of the drug and alcohol provision of the North Bend Central’s handbook.

The parents or guardian are responsible for the cost of the rehabilitation program, which includes the substance abuse counseling. Documentation of completion of the program needs to be submitted to the school once completed.

Through the next three cycles of testing, the student will participate in one of the testing opportunities and show a result of no recurrence of usage.

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any academic records.

Appeal Procedure

If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within three working days from first notification of positive test results.

Results of the retest will be provided to the Principal or designee by the approved laboratory. During the appeal period, the student may not participate in school sponsored competitive extracurricular activities.

Procedures for Random Urine Drug Testing

1. LIST OF ELIGIBLE STUDENTS

The Designated Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

2. RANDOM SELECTION OF STUDENTS FOR TESTING

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

3. SCHEDULING OF URINE DRUG TESTING

Urine drug testing is unannounced. The time and date are selected by the Designated Official and confirmed with the Vendor. Random testing may be done up to bi-weekly, but not during holidays and school breaks.

4. TESTING YEAR

The testing year begins the date the first activity for the upcoming school year commences and continues for 365 days thereafter.

5. FORM COMPLETION

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of North Bend Central Public School District Students** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, Medical Review Officer, and School Official.

6. COLLECTION PROCESS

Selected Students are escorted from class to the collection site. A specimen of urine is collected following this process:

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area.
- b. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- d. The drug testing custody and control form is initiated by the Student and collector.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector upon completion.
- f. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered ***a refusal to test*** and the Designated Official notified.
- h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- i. The collector takes the bottle seals and places them over the caps and sides of the bottles and request they be properly dated and initialed by the student.
- j. The sealed bottles are placed inside the transport bag.
- k. The top lab copy of the drug testing custody and control form is folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the Chain Of Custody and is given the donor copy of the form.
- l. The Student may wash their hands and is then sent back to class.
- m. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Medical Review Officer in a timely manner.

n. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

7. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The MRO team will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary, the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
 - (1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
 - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- e. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- f. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the Building Principal by phone.

8. PICK-UP PROCESS

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

9. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

The privilege of participating in extracurricular activities will be restricted in the same manner and to the same extent as though the students had committed a violation of the drug and alcohol provision of the North Bend Central's student handbook.

The parents or guardian are responsible for the cost of the rehabilitation program, which includes the substance abuse counseling. Documentation of completion of the program needs to be submitted to the school once completed.

Through the next three cycles of testing, the student will participate in one of the testing opportunities and show a result of no recurrence of usage.

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any academic records.

Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from activities will be lifted and no assessment or intervention will be required.. The student will undergo a follow-up drug screen to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed previously.

**Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities**

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Students must not be disruptive during opening ceremonies at events, including the playing of the National Anthem.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

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

Section 2 Designation of Coordinators

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

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

The Coordinator may be contacted at: 1320 Walnut Street, North Bend, Nebraska 68649, telephone number (402) 652-3268.

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

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

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

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

Section 4 Multicultural Policy

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

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.

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

Section 6 Notification of Rights Under FERPA

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney,

auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

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

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

10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

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

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

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

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

Notice Concerning Designation of Law Enforcement Unit:

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

Section 7 Notice Concerning Disclosure of Student Recruiting Information

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

Section 8 Notice Concerning Staff Qualifications

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

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

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be

sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the

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

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

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at

least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

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

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Website Privacy: Notwithstanding the foregoing policy statements on directory information, it shall be the policy of North Bend Central Public Schools to restrict the release of Directory Information on the school district's website as follows:

**Directory information that may be placed on the website without further parental permission includes the student's name, parent/guardians' names, photograph, enrollment status, grade level, dates of attendance, the most recent school previously attended, current field of study, participation in officially recognized activities and sports, height and weight of athletes, degrees, honors, and awards received. Nothing in this policy shall prevent an activity sponsor from discussing a student's activity performance.

**Directory Information that may not be used on the website without the specific, written permission of the eligible student or his/her parent or guardian includes: student's address, telephone listing, electronic mail address, and date/place of birth.

**While photographs of students and student names may generally be used on the website, the use of full name/photograph combinations for students in Grade 8 or below is restricted. Permission of a Principal or the Superintendent is required for full name/group photo combinations, and written permission of the student's parent or guardian is required for full name/individual photo combinations. Partial names (first names, last names, or initials) may be used in conjunction with photographs without administrative or parental permission.

**A student's work product, including original artwork, essays, class projects, and similar efforts, may be cited on the website and quoted in part, but a full reproduction of the work product shall require the written permission of the eligible student or his/her parent or guardian.

**Inclusion of any other student information not referenced above on the district's website shall require the written permission of the eligible student or his/her parent or guardian.

The Superintendent of his/her designee is authorized to establish and enforce regulations, procedures and forms to implement student privacy protections for the school district's website.

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

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

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

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

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the

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

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's

classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

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

establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

Section 11 Homeless Students Policy

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

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

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

children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

obtain immunizations or medical records, the District shall immediately refer the parent or guardian of a homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of a homeless child to submit contact information.

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

Section 12 Breakfast and Lunch Programs

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the

information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410

(2) fax: (202) 690-7442

(3) email: program.intake@usda.gov.

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