

**ST. EDWARD  
PUBLIC SCHOOL  
2021-2022**



**STUDENT/PARENT  
HANDBOOK  
Grades K-12**

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- Form D will be followed-up during Fall and Winter Parent-Teacher Conferences

# St. Edward Public School Student/Parent Handbook

## Foreword

### Section 1 Intent of Handbook:

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

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

**School Website:** <https://stedpublicschool.org>

**School Mascot:** The St. Edward School Official Mascot is the BEAVER.

**School Colors:** The St. Edward School Colors are MAROON and WHITE.

**School Song:**

Faithful and true hearted  
Let us boost for our old high  
We revere her and defend her  
As her colors proudly fly,  
We will stand for her united  
Of her deeds we'll gladly tell  
Her colors streaming  
Glad faces beaming  
So here's a cheer for her  
That we all love so well.

Joyous and ever loyal,  
Let us boost for our old high  
Let every heart sing  
Let every voice ring  
There's no time to grieve or sigh  
It's ever onward our course pursuing  
May defend their honor too  
But united we will boost for her  
OUR OLD HIGH SCHOOL . . . . .  
S-T. . E-D-W-A-R-D  
St. Ed High School  
RAH, RAH, RAH!!!!!!!!!!!!!!

**Section 2 Members of the Board of Education:**

Dave Roberts - President  
Vanessa Cumming - Vice President  
Sherri Cruise - Secretary/Treasurer

Bill Benson - member  
Shawn Gasper - member  
Dave Merrell - member

**Section 3 Administrative Staff:**

Mr. Justin Frederick – Superintendent, K-6 Principal  
Mr. Darren Luebbe – 7-12 Principal, Activities Director

**Section 4 Staff:**

Lindsay Tenski – K-12 Assessment Coordinator  
Kathy Cruise – K-12 Guidance Counselor

**Secondary**

**Elementary**

Christy Berggren – Sciences  
Wendy Bonge – K-12 Art  
Chase King – English, Speech  
Jessica Faust – Spanish/Foreign Language  
Tyler Gray – Business Education  
Alex Meyer – Agriculture Education  
Staci MacDonald – English, Reading  
Michael Roscoe – Social Sciences  
Lindsay Tenski – Mathematics  
Cletus Arasmith – Family and Consumer Science  
Crystal Werts – K-12 Physical Education  
Tonya Beekman - Special Education/Library

Amy Melcher – Preschool/Elem. Resource  
Jule Hamling – Kindergarten  
Melissa McIntosh – First Grade  
Marianne Osantowski – Second Grade  
Paula Stone – Third Grade  
Jennifer Rasmussen – Fourth Grade  
Yvonne Haas – Fifth Grade  
Jennifer Humphrey – Sixth Grade  
Amanda Luebbe – Elem. Resource  
Tamera Texley - 5-12 Instrumental and  
K-12 Vocal Music  
Chris Condrey - Title I

**Secretary and Bookkeeper**

Kenna Gray - Administrative Secretary  
Terry Thompson – Bookkeeper

**School Paraprofessionals**

Ella Heath – Resource  
Cyndee Merrell – Resource  
Brenda Buechter – Resource  
Ann Stultz - Resource  
Lindsay Benson – Resource  
Amy Dion – Resource  
Amanda Steensnes - Resource

**Custodians**

Chuck Long  
Gay Drozd

**Lunchroom**

Sheena Townsend  
Robin Roan  
Laurel Aden

**Bus Drivers**

Brent Beekman  
Dave Merrell  
Ted Jensen

# **Mission and Goals**

## **Section 1 District Mission Statement:**

The mission of St. Edward Public Schools is to provide a quality education, in cooperation with families and the community, to create respectful and responsible citizens.

## **Section 2 District Belief and Statements:**

The St. Edward School system is dedicated to being responsive to the educational needs, values, and aspirations of our community. We believe that the system of public education has an important role in helping to improve the quality of living in our community, our state, and our nation.

We believe public education acts as a constructive force for the preservation of freedom and advancement of the American way of life.

In our educational program, each individual will be accepted, as he/she is, with equal opportunity to learn, develop, and succeed to the fullest capacity. The dignity, worth, and uniqueness of each individual will, at all times, be preserved. Through a variety of processes, our school will provide the opportunities for each student to develop the values, attitudes, skills, and knowledge necessary to become a happy, self-confident, responsible, productive, and contributing member of our society.

## **Section 3 Goals and Objectives:**

The following goals are stated in terms of desired student outcome:

### **Basic Skills**

- Demonstrate competency in comprehending ideas through verbal (reading and listening) and non-verbal media.
- Demonstrate competency in performing mathematical operations and applying mathematical concepts.
- Demonstrate competency in problem-solving and decision-making processes.
- Demonstrate competency in collecting, examining, evaluating, and using information to identify, consider, and constructively draw conclusions.

### **Career Preparations**

- Gain information needed to make job selections and develop skills to enter a specific or specialized field of work.

### **Citizenship**

- Gain knowledge and understanding of democratic processes and democratic ideals.
- Acquire habits and attitudes associated with good responsible citizenship in a democratic society.

### **Continuing Education**

- Develop a positive attitude toward learning as a life-long process.

### **Economic Understanding**

- Develop the capacity to be a knowledgeable participant in the economic system and learn how to be a good manager of money, property, and resources.

### **Family Life**

- Acquire, understand, and practice the attitudes and skills basic for a satisfying family life.

### **General Education**

- Gain knowledge in the areas of natural sciences, social sciences, humanities, and the arts.
- Gain an appreciation for culture and beauty in the world.

### **Health and Safety**

- Develop, understand, and practice good health and safety habits.
- Acquire, understand, and practice the attitudes and skills basic to physical development.

## **Human Relationships**

Recognize the worth and the need to get along with other people, by accepting and respecting differences in thought, action, nationality, race, and belief; consistent with human understanding, equality, morality, and democratic ideals.

## **Morality**

Develop good character based on moral and ethical principles consistent with the rights of others.

## **Preparation for the Future**

Gain an understanding of and develop the ability to cope with a world of rapid change, unforeseeable demands, and an unknown future.

## **Self-Worth and Self-Respect**

Develop pride in work and feeling of self-worth and self-respect as a member of society.

## **Use of Leisure Time**

Develop attitudes and learn skills for wise and enjoyable use of leisure time.

## **Section 4 Mutual Respect:**

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

## **Section 5 St. Edward Parent/Student/Teacher Compact**

### **Parent/Guardian/Caring Adult:**

We as parents, understand that our participation in my child's education will help his/her achievement and attitude. I/we agree to support our child's learning by:

1. Helping our child arrive at school on time, well-rested and prepared each day,
2. Providing a quiet place, time, materials, and assistance with homework,
3. Monitoring their use of media (computer, television, video games, etc.) both content and amount of time.

### **Student:**

As a student, I realize that education is important to me. I agree to do the following to help me learn:

1. Take pride in my work by trying my best and having my assignments done on time,
2. Respecting people and property,
3. Accepting responsibility and consequences.

### **Teacher:**

We believe in the importance of education and will help share responsibility for student achievement by:

1. Checking planners for parent initials and messages each morning,
2. Communicating with parents/guardians by phone, email, planners, etc., on a regular basis or as needs arise,
3. Making sure every student gets the help he/she needs,
4. Providing high-quality curriculum with effective instruction in the school's student supportive classrooms,
5. Enabling children to meet the Nebraska academic standards.

## **Section 6 Complaint (Grievance) 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.

**School Day**

**Section 1 Daily Schedule:**

**Regular School Day**

|                 |                         |
|-----------------|-------------------------|
| Period 1        | 8:00 a.m. – 8:51 a.m.   |
| Period 2        | 8:54 a.m. – 9:45 a.m.   |
| Period 3        | 9:48 a.m. – 10:39 a.m.  |
| Period 4        | 10:42 a.m. – 11:33 a.m. |
| Period 5        | 11:36 a.m. – 12:27 p.m. |
| Lunch Schedule: |                         |
| K – 3           | 11:00 a.m. – 11:30 a.m. |
| 4 – 6           | 11:45 a.m. – 12:15 p.m. |
| 7 – 12          | 12:28 p.m. – 12:58 p.m. |
| Period 6        | 12:58 p.m. – 1:49 p.m.  |
| Period 7        | 1:52 p.m. – 2:43 p.m.   |
| Period 8        | 2:46 p.m. – 3:38 p.m.   |

NOTE: Bells will ring 3 minutes prior to the start of a class period

**Section 2 Shortened Schedule:**

**Shortened Schedule – 1: 30 p.m. Dismissal**

|          |                                |
|----------|--------------------------------|
| Period 1 | 8:00 a.m. – 8:36 a.m.          |
| Period 2 | 8:38 a.m. – 9:14 a.m.          |
| Period 3 | 9:16 a.m. – 9:52 a.m.          |
| Period 4 | 9:54 a.m. – 10:30 a.m.         |
| Period 5 | 10:32 a.m. – 11:07 a.m.        |
| Period 6 | 11:09 a.m. – 11:44 a.m.        |
| Lunch:   | K – 3 11:00 a.m. – 11:30 a.m.  |
|          | 4 – 6 11:20 a.m. – 11: 50 a.m. |
|          | 7 – 12 11:46 a.m. – 12:16 p.m. |
| Period 7 | 12:18 p.m. – 12:52 p.m.        |
| Period 8 | 12:54 p.m. – 1:30 p.m.         |
|          | Buses Depart @ 1: 40 p.m.      |

**Shortened Schedule – 10:00 a.m. Start**

|          |                                |
|----------|--------------------------------|
| Period 1 | 10:00 a.m. – 10:36 a.m.        |
| Period 2 | 10:38 a.m. – 11:14 a.m.        |
| Period 3 | 11:16 a.m. – 11:54 a.m.        |
| Lunch:   | K – 3 11:00 a.m. – 11:30 a.m.  |
|          | 4 – 6 11:20 a.m. – 11:50 a.m.  |
|          | 7 – 12 11:54 a.m. – 12:24 p.m. |
| Period 4 | 12:24 p.m. – 1:00 p.m.         |
| Period 5 | 1:02 p.m. – 1:38 p.m.          |
| Period 6 | 1:40 p.m. – 2:16 p.m.          |
| Period 7 | 2:18 p.m. – 2:54 p.m.          |
| Period 8 | 2:56 p.m. – 3:38 p.m.          |
|          | Buses Depart @ 3:40 p.m.       |

**Section 3 Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent will make the announcement through the district’s School Messenger Mass Notification System and local news media when inclement weather warrants such action. The information is broadcast regularly by the following radio and television stations.

1. Radio: KLIR – FM 101.1; AM 900; FM 110.3; FM 93.5; AM 1510 (Columbus)
2. Television: KOLN –KGIN, channel 10 (Lincoln)

SCHOOL MESSENGER Automated Calling System. The St. Edward Public School will be using this automated calling system to contact parents in the event of a change in the school day schedule (early outs, late starts, etc...). All numbers provided by parents at registration will be contacted by the new system. If parents change phone numbers during the course of the year, please contact the office, so we can update the system.

Decision to Close School. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made prior to 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement through School Messenger will be made in addition to the news media when the school will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, student activities, etc.).

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 School Messenger and 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 in inclement weather at any time 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 or the school building during severe weather. Every effort will be made to provide accurate and timely information through the School Messenger or media.

Emergency Conditions. St. Edward Public School District has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All 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 Supervision Responsibility Before/After School**

##### Arrival at School/dismissal From School

Students are expected to arrive at school no more than 15 to 20 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 not be admitted to the school building 15 minutes prior to the first class. 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.

### Morning and After school Transportation of Elementary Students

For the safety of St. Edward Public School Elementary students, we are requesting parents **drop off your students on the Southeast Corner of the school between the NO PARKING SIGNS**. When picking up your student, drive or park facing the South. The southern flow of traffic will enable the students to safely cross the street without the possibility of being harmed by on-coming traffic the students cannot see. Please pick up and drop off students in the drop off zone. We appreciate your cooperation.

### Signing A Child In And Out Of School

Parents or guardians are required to 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 report to the main office for this purpose using the Buzzer System on the West Entrance of the School. Parents are not to go directly to the classrooms. The sheet for signing a child in and/or out of school is located on the front counter of the main office. 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. The schools will only release children to adults designated by the parent on the emergency card.

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

Parents or guardians of children in grades K-6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to 2 escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

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 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 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 the building principal be made aware of the 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.**

## **Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office, upon entering the West entrance through the Door Buzzer System, to sign in. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition of the educational process. Visits by parents to classrooms are encouraged; provided the visits do not disrupt the educational program, individual students, or create a safety concern. The school asks that parents drop off their child at the class seating line in the hall at the start of the day and pick up outside the building at the end of the day, no loitering.

### **Section 2 Smoke-Free Environment**

St. Edward Public School declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for the District's students. When attending school events, remember that our grounds are smoke and tobacco-free and abide by the District's policy.

### **Section 3 Care of School Property**

1. Students are responsible for the proper care of all textbooks, library books, assignment books, equipment, supplies and furniture supplied by the school. Students losing or damaging books beyond ordinary wear will be required to pay for the damage done.
2. Students who damage property or equipment will be required to pay for the damage done or replace the item.
3. Fines will be determined by the school administrator (s).

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

### **Section 4 Assignment/Pass Book/Student Planner**

All 2<sup>nd</sup> through 12<sup>th</sup> grade students will receive a student planner on the first day of school. Students are expected to carry their planners with them to all classes during the school day. The planner is each student's responsibility and should be maintained every day. The students will be expected to track all assignments and/or projects with their planners.

If a student needs to be pre-excused, he/she should check with each teacher for his or her assignments and write them in his/her planner. If a student loses his/her planner, he/she may buy a new one from the office for a replacement cost of \$5.00.

**Student Passes** are also tracked through the student planner. A student should not leave a class, but if necessary he/she must have a pass. The following are possibilities for leaving the classroom. If these are abused the policy may be discontinued:

1. Need supplies which a teacher feels the student must have.
2. Restroom.
3. Office.

If a student is late to class without an appropriate signature from their teacher in the assignment book, the student will be counted tardy.

### **Section 5 Lockers/Storage Space**

Each student will be assigned a locker or other storage space. Students must use their own space and are not to share storage space with other students except as assigned by school officials. Students are expected to keep all books, etc., in

their assigned storage area. Students are also responsible for the cleanliness of their storage area. Students may be assessed a fine for damage to their locker or storage space.

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

## **Section 6 Searches of Lockers and Other Types of Searches**

Lockers or other storage areas, 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 or other storage areas, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules shall apply to searches of students, of a student's personal property, 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 must 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 shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonable expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 7 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 surveillance may occur in 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 8 Telephone Calls**

Students will not be allowed to use **cellular phones or any other personal electronic devices** in the school building during school academic hours, 8:00 a.m. - 3:45 p.m. Refer to the Electronic Device Policy on page 42.

**In-coming calls:** Pupils will not be called to the phone from the classroom except in the case of extreme emergency. If it is not necessary to talk to the pupil, the message will be written down and delivered to the student or their classroom teacher at the earliest convenience. When necessary, the student will be asked to return a call when it is a convenient time for them to do so.

**Out-going calls:** There is a telephone in the Common's area for student use. It is available before school, after school, and during inclement weather.

## **Section 9 Bicycles**

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

## **Section 10 Student Valuables**

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

All students must have separate P.E. or other school approved shoes, which do not mark the gym floor. It is recommended all shoes be tested before they are purchased and worn. School personnel, especially the P.E. instructor, will be glad to assist you in this matter.

Students are to have overshoes/snow boots when snow and muddy conditions exist. If a student does not have overshoes/snow boots, another pair of shoes may be worn outside but the student will need to put his classroom shoes back on when returning into the building.

## **Section 11 Lost and Found**

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

## **Section 12 Accidents**

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

## **Section 13 Laboratory Safety Glasses**

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

## **Section 14 Insurance**

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

## **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped or initialed by the Principal. Posters are not to be attached to any painted wall surfaces without the use of office approved adhesive. Place posters on glass, metal, brick, wood or special clips. 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 16 Copyright and Fair Use Policy**

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

Copyright and Fair Use Policy violations are listed below:

- The first offense will be a 20% reduction of the assignment.
- The second offense will be a 0% for the assignment.
- The third offense will be failing the class.

### **Section 17      Respect for Persons and Property**

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

### **Section 18      Bus Rules/Procedures**

When riding on a bus (route, activity, or school van), students will obey all school bus policies and school regulations. The primary concern of the bus driver is to transport students safely; therefore, the driver should not be distracted while driving the bus. Once students board the bus, they are to remain in their seats until the final destination has been reached. Loud or boisterous conduct will not be permitted. Bus drivers may be permitted to assign seating if a student or students do not obey school bus rules. Students will not be permitted to extend their arms, head, etc., out the windows or shout out of the windows; students are to be courteous to the driver and others on the bus. Other than in an emergency, students are not to open or unload by way of the rear emergency door.

Bus aisles shall be kept clear at all times. No feet, arms, or legs shall be in the aisle (correct posture in the seat is required). All loose equipment will be stored under the seats. The driver will determine if food or beverages are to be consumed on the bus. No glass bottles will be allowed. The activity sponsor will be responsible to make sure all areas are clean of any waste.

### **Section 19      Student Motor Vehicles**

No motor vehicle driven to school shall be moved from its parking space after arrival in the morning until after dismissal at the end of the day without permission from the principal. Students WILL NOT return to their motor vehicles after they enter the school until it is time to leave the school grounds with the automobile. Motor vehicles will not be a spot to congregate during lunchtime. If students go outside they will remain on the sidewalks. No student will drive his/her motor vehicle to any out of town school activity if he/she is participating in the school activity.

Student Motor Vehicle violations are listed below:

- The first offense is a warning.
- The second offense is one week with no lunch open campus.
- The third offense is one month with no lunch open campus.
- The fourth offense is complete loss of lunch open campus for the remainder of the year.

## **Section 20 Pets at School**

Regarding children bringing pets to school, the following rules are to be followed:

1. Please arrange with the classroom teacher in advance for a time to bring the pet.
2. All dogs and cats brought to school must have been immunized against rabies.
3. Pets are to be brought by the parent and taken home after the showing.
4. If a small pet is kept in the classroom, its cage must be kept clean and sanitary conditions maintained.

Handling of pets should be discouraged. Pets are not allowed at school activities or functions, unless they are a service animal.

## **Section 21 Playground**

No secondary students are allowed on the elementary playground during the school day. Snowball and rock throwing is not allowed. Any problems on the playground are to be dealt with by the person on duty. If problems continue, parents and administration will be informed.

## **Attendance Policy and Excessive Absenteeism**

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

### **A. Attendance and Absences.**

**Section 1** Circumstances of 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. Administrative discretion will be used in case by case basis.

- a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
  - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited:
    - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
    - b. Illness which causes a student to be absent from school.



- c. Doctor or dental appointment which require student to be absent from school. A signed doctor note must accompany student with more than four days absent in a row from school.
  - d. Court appearances that are required by court order and the student is not responsible for needing to be in court.
  - e. School sponsored activities which require students to be absent from school.
  - f. Family trips in which the student accompanies parents(s)/legal guardian(s).
  - g. State competition Attendance/When local School is not involved. When St. Edward Public School team or individuals are not involved in state competition for a given sport/activity, students will be excused for attendance only with parental permission.
  - h. Other absences which have received prior approval from the Principal. The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.
- (2) Other absences as determined by the principal or the principal's designee.
- b. Not School Excused. Chronic absences that are not school excused may result in a report to the county attorney and may be classified as follows:
- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
  - (2) Other absences are those in which the parent has not communicated a reason for the student's absence. Students may receive 0's for grades at the discretion of the administration for unexcused absences.

## Section 2

Absence Procedure. 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. Student absences need to be called into school by 8:15 a.m.

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

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

Students must have a Doctor note to return to school after being out for 4 days of school.

Seniors final month-Any senior who is unexcused during his/her final four weeks of school will be required to make up his/her time prior to graduation. Failure to do so will jeopardize his/her participation in the graduation ceremony. If seniors miss too much school and are in the absence protocol, then they must make arrangements to make up time before graduation. **Senior skip day will be a school sponsored event near the end of the year.** Any other student arranged skip day will result in an unexcused absence.

Tardy to School-students must sign in at the office if they fail to report to school on time. Students will be allowed two (2) excused tardy before being assigned time as a consequence for tardiness, each quarter.

Students will serve 30 minutes for each additional tardy. Excessive tardy arrivals to school will be handled by the principal of their designate. Tardy-to Class (other than Period 1)-students are expected to be in their assigned classrooms when the bell ends, signaling the beginning of the instructional period. Students are considered tardy at this point unless they have a signed pass from a teacher or an admit slip from the office. Students are considered tardy if they are up to 10 minutes late to class without a pass. Students who are more than 10 minutes late to class will be allowed to enter class with a pass from the office. Students will be assigned an appropriated consequence based on the frequency and/or severity of the offense.

**Tardy detentions** will be served before (7:30 a.m.) and after school (3:45 p.m.). If students miss a scheduled detention, then they will double the time, possibly lose eligibility, receive a reduction in grade, or serve ISS.

### **Section 3**

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

**Exceptions for Younger Students.** Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

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

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

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

The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. the person who has legal or actual charge or control of the child who requested the exit interview;
3. the Superintendent or Superintendent's designee;
4. the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and

5. any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

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

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

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

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

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

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

#### **Section 4**

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

## Section 5

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held 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:

- (a) Illness related to physical or behavioral health of the child.
- (b) Educational counseling;
- (c) Educational evaluation;
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) 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.

Level 1-When a student reaches 5-7 absences during any semester, a Level 1 letter and copy of the student’s attendance record will be mailed home to notify parents of the student absences. Absences verified in writing by a mental or physical medical professional, school related absence, and absences allowed by the administration due to extenuating circumstances will not be included in the total. Law enforcement may be notified for students under age 18 per the Nebraska compulsory education statute. Nebraska Statute 79-201-211 states that parents/guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility.

Level 2-When a student reaches 8-11 absences during any semester a Level 2 letter will be sent and a conference is requested with the parents. During the conference ways to solve the attendance problems will be discussed. Curriculum changes and 20 disciplinary actions are explored and an effort is made by the district to compel student attendance. As per Nebraska Statute 79-209-the school has the right to compel student attendance. For students in grades 9-12 once 10 absences are reached in a class period, students may lose credit for that class.

Level 3-Once a student reaches 15-18 absences, a Level 3 letter is sent to parents notifying them of the districts intent to involve the county attorney if 21 absences are reached. Administration may review options for curriculum changes and disciplinary action and an attempt to remediate the problem will be

communicated. When 21 absences occur, the county attorney is notified and possible legal actions will be made.

Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of 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 making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**Scholastic Achievement**

**Section 1 Grading Scale**

Report cards will be distributed to students and the end of each nine weeks period. This report will be sent to parents. Each succeeding card will show the information from previous periods.

First through Twelfth grade students:

|    |        |
|----|--------|
| A  | 100-94 |
| B+ | 92-93  |
| B  | 86-91  |
| C+ | 84-85  |
| C  | 78-83  |
| D+ | 76-77  |
| D  | 70-75  |
| F  | 0-69   |

Kindergarten students:

|    |        |
|----|--------|
| S+ | 100-94 |
| S  | 86-93  |
| S- | 78-85  |
| N  | 70-77  |
| U  | 0-69   |

**Section 2 Promotion, Retention**

The professional staff of the school will place pupils in the subjects and at the grade level best suited to them academically, socially, and emotionally. Pupils will normally progress annually from grade to grade and from subject to subject as reasonable success is accomplished in the courses of the student’s schedule. Exceptions in promotion may be made when, in the judgment of the professional staff, such exception would be in the best interests of the student involved. Parents are encouraged to monitor the progress of their students and communicate frequently with their teachers.

**1. High School Grades 9 – 12:**

Students in grades 9 – 12 need to meet the requirements for graduation (Section 11). Students are classified by the Class of “year” once they enter their freshman year. (i.e. class of 2022 for this current year). Students are expected to meet requirements for a four-year period, which will enable them to graduate. If students do not pass requirements, they are still classified by their class year designation; however, they may need to retake a freshman or sophomore level class during their third or fourth year of high school.

**2. Promotion and Retention for Grades 7 – 8:**

In order for a student to be promoted from grades 7 and 8, he/she MUST pass 6 semesters each year from the following core classes: English, Math, Science, and Social Studies. A student may not fail the first and second semesters of the same subject.

### 3. **Promotion and Retention for Grades K – 6:**

A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Students who will be considered for retention or in whose case promotion is in question, will be required to go through the Student Assistance Team (SAT) process. Each case will be judged independently by the administration. School personnel and parental input may be involved in the final decision. Possible placement in the next grade level could result based on input provided.

### **Section 3      Schedule Changes**

Students needing schedule changes should notify the principal or counselor. Schedule changes must be initiated/signed by the teachers involved, the principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the principal or counselor only.

### **Section 4      Academic Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which need improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### 1. **Weekly Reports:**

- High School Academic reports will be mailed weekly starting the third Friday of each quarter for students who have an average of 74% or below in any one of his/her classes.
- K-6 students: Folders will be sent home once a week for progress reports and behavior issues. In addition, low grades will be mailed weekly starting the third Friday of each quarter.

#### 2. **Reports Cards:** Report cards are issued at the end of each quarter, or nine-week sessions. Grades are used to designate a student's progress.

### **Section 5      Academic Requirements**

Academic and eligibility requirements for 7-12 grade students will be determined by the local policy on a weekly basis. Teachers will maintain the most current grades on JMC on a daily basis. Beginning the Third Thursday of each quarter and each Thursday thereafter during the respective quarter; the Principal will identify probation and/or ineligible students by 3:00 p.m. Teachers may use discretion in the identification of a student with an incomplete for the academic list. All students, probation or ineligible, will be notified on Friday morning of his or her academic status. Letters will be mailed home to parents on Friday afternoon. A student may be listed as probation or ineligible academically by the following methods:

1. **Academic Probation:** A student maintains an average of 74% - 70% in one or more of his/her classes.
2. **Academic Ineligibility:** Students failing or incomplete in their subject areas will be ruled ineligible for seven (7) calendar days (Monday-Sunday) and shall have pass privileges revoked. Eligibility will be determined by the follow criteria:
  - 1) Students who are failing two or more subjects.
  - 2) Students who are failing one subject for two consecutive weeks.

Ineligible students will, at the sponsor's discretion, be allowed to attend activity practices, use practice time for study at school, or study at home. The decision of the ineligible student attending activity practice, studying at school, or studying

at home for the ineligible class will be the decision of the individual coach or sponsor. Parents will be notified if a practice time will be missed due to studying.

Mathematical averages will be computed anew with the onset of each new quarter. Allowances may be made for students who are experiencing medical problems.

The Principal's office will release the probation grades, failing grades, or incompletes on Friday A.M. of each week. This report will list students who are on probation, failing, and/or incomplete.

### **Section 6 Extended Learning Time: Secondary Students, grades 7-12**

To minimize students on the weekly eligibility list, 7-12 students must attend an extended learning time (ELT) after school. An exception may be approved to attend a 30-minute morning session as well.

- Students failing a class must attend the ELT on Monday, Tuesday, and Wednesday. If the student obtains a passing grade of 70% or above, they will be encouraged to attend, but not mandatory.
- Students having probational grades (70% - 74%) will be encouraged to attend, but not mandatory.
- Students who fail to attend the ELT will spend the following day's lunch period in ELT.

You are required to attend the ELT on Monday, Tuesday, and Wednesday per the classes/grades below:

- Students listed on the weekly eligibility list as "ineligible" will attend three sessions each week.
- Students listed on the weekly eligibility list as "probation" will be encouraged to attend one session each week.

### **Section 7 Parent-Teacher Conferences**

Parent-teacher conferences will be held twice during the school year. An Open House may be scheduled each semester as well. Refer to the school calendar on the website for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

### **Section 8 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Students will be recognized at the end of each quarter and semester using the following criteria:

1. All "A" Honor Roll – All Grades 94 or above.
2. "A" Honor Roll – Average grades of 94 or higher, no grade below 88, only one grade below 92.
3. "B" Honor Roll – Average Grades of 88, no grade below 85, only one grade below 86.
- 4.

### **Section 9 Academic Integrity**

#### **A) Integrity 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 allow 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 without notifying the instructor to whom 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 parents 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.
- 6) Elementary student papers. If an adult or another student completes an elementary students assignment and this accommodation is not written in their 504 or IEP.

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

2. “Plagiarism” means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

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



- b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- 3. "Contributing" to academic integrity violations means to participate 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.

**Section 10 Citizenship**

Elementary students will be evaluated throughout of each quarter on their demonstration of citizenship as identified by the citizenship rubrics in the Principal's office. A weekly report is sent home by the classroom teacher.

**Section 11 Graduation Requirements**

To receive a high school diploma from the St. Edward High School, it shall be the general procedure that an individual successfully completes with a passing grade, **260** hours of work in grades 9-12.

**(1 Semester = 5 Credit hours)**

|                    |             |    |   |
|--------------------|-------------|----|---|
| English            | 8 Semesters | or | 40 Credit hours                             |
| Social Science     | 6 Semesters | or | 30 Credit hours                             |
| Mathematics        | 6 Semesters | or | 30 Credit hours                             |
| Science            | 6 Semesters | or | 30 Credit hours                             |
| Computer Education | 4 Semesters | or | 20 Credit hours                             |
| Fine Arts          | 3 Semesters | or | 15 Credit hours (2 Sem. Classroom required) |
| PE and/or Health   | 2 Semesters | or | 10 Credit hours                             |
| Speech 10          | 1 Semester  | or | 5 Credit hours                              |
| Economics          | 1 Semester  | or | 5 Credit hours                              |
| Elective Hours     |             |    | 75 Credit hours                             |

**Total Hours needed to Graduate: 260 Credit hours**

Reading 9.0 Reading Level

**Reading Requirement:**

The reading requirement adopted by the St. Edward Board of Education put into effect a reading requirement for graduation. It was decided all students exiting St. Edward High School with a signed diploma, must have a reading level of at least the 9<sup>th</sup> grade, (9.0) as determined by a standardized reading test. In order to implement this requirement, it was also decided that reading classes in the junior high and senior high be established to help students reach this goal and pass

the requirements. Students with conditions, which qualify them for special education intervention, shall have the conditions of this policy adapted to the requirements identified in the individual's IEP.

### **Graduation**

Students classified as seniors will be given official notice of graduation status at the completion of the first semester. All graduating seniors must have successfully completed the graduation requirements required by both the local school district as well as the State of Nebraska. Failure to complete this prescribed program will allow the student to participate in graduation exercises, but it will be noted in the program stating that student will receive a certificate of attendance. Notification of failure to complete the prescribed course of study will be given in ample time.

### **Senior Students not meeting requirements**

If for some reason, the student does not graduate (get a signed diploma) after four years, he/she is more than welcome to return to school to work on completing the work on getting a signed diploma. A diploma will be reserved for that student. Once the requirements are met, the necessary signatures will be obtained and the diploma awarded privately. The date on the diploma will be determined upon meeting the district's graduation requirements. While in attendance for these purposes, the student will be considered a senior for state attendance purposes and will be allowed the same privileges as the other students in attendance except:

- A) The student should realize his/her eligibility for NSAA activities has probably expired due to age or semester limitations.
- B) The student may be eligible for other school activities not sponsored by the NSAA such as local music productions, FCCLA and FFA. A review of the specific qualifications will be necessary.
- C) Social interaction with other students such as attendance at prom and class activities as a member of the senior class will not be permitted.

The student has already had these experiences and it should be remembered attendance is for academic reasons of finishing requirements for earning a signed diploma.

### **Graduation and Honors**

To graduate with High Honors, a student must have an accumulative average of 94 percent.

To graduate with Honors, a student must have an accumulative average of 90 percent.

### **Secondary Student Class Load**

All students must fill all 8 periods with classes. Dropping and adding classes for the first semester will not be possible after Tuesday, August 21, 2018. Second semester drop and add will be completed by Friday, January 4, 2019.

### **Secondary Student Aides for Certified Teachers**

Senior students meeting Honor Roll requirements may be allowed to be a student aide for a certified teacher. Student aides will be monitored by the certified teacher within the class period assigned. Student aides will adhere to confidentiality of classroom information and grades. If violated, the student aide will be removed and not allowed to be in a student aide status. Student aides may assist the teacher with classroom projects and grading of papers. Student aides may use this class period to study as well. If a student aide is listed on the academic probation or ineligibility list, they would have one week to be removed from the list or they will be reassigned a study period with a secondary teacher. Junior students will not be considered for a student aide.

### **9-12 Class Requirement and Electives**

9-12 Class Requirements and Electives may be obtained through the Principal's Officer or Guidance Office:

# **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, emotional disturbance, deaf-blindness, developmental delay, hearing impairment, intellectual disability, multiple impairment, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, traumatic brain injury or visual impairment, who because of this impairment needs 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 their own 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 the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### **Reevaluation**

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

### **Individual Education Program (IEP)**

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, and 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 infant 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 aides 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.

### **Section 2      Guidance Services:**

The school counselor is available to assist the teachers in their efforts with the students and their parents. Such assistance means conferences with teachers, parents, and students; making home contacts; arranging referrals to outside community agencies for specific health or academic services; and being involved in school programs such as special education services, citizenship tracking, and school registration. In particular, the school's standardized academic testing schedule is the responsibility of the counselor who arranges and directs the ordering and administration of achievement and cognitive ability tests and scholarship applications.

Through frequent communication with staff, the counselor is aware of needs as they arise and establishes the necessary rapport with teachers and students to assure successful team work in sending information home about progress, scholarships, colleges and tech schools, and any pertinent information in helping students and parents make decisions.

### **Section 3      Health Services**

#### Student Illnesses

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

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

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office. If you child has asthma or diabetes and is capable of self-managing his or her health condition, he or she is required to contact the office to develop a self-management plan. The plan must be signed by a physician. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The office staff will notify the parent when the medication is low. Coaches and sponsors will provide medication for students as needed for trips outside of the school for any and all students that require. If possible, coaches and sponsors will take medication from school to administer.

#### School Health Screening

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

## Physical and Visual Examination

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

## Immunizations

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

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

## 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 could 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 and or Nits (eggs)

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

1. Children will be sent home from school for live head lice and or nits. In the event a child has two cases of live lice and or nits in a semester, the child will be sent home until free of both live lice and nits.
2. The office staff or the St. Edward Medical Clinic may provide written treatment information and instructions, including how to check and identify head lice and or nits. Over the counter treatments are available at pharmacies and retail stores. Students need to be treated before returning to school.
3. A child who is sent home from school for head lice and or nits should miss no more than two school days.
4. A child who has been sent from school due to head lice or nits must come to the 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 and or nits to the school office.
7. Classroom-wide or school wide head checks as will be conducted as needed in order to control the condition at school.

For more information call the school office.

## **Section 4      Emergency Response Service (Death of student or staff member):**

### POLICY

When an event including the death of a student or staff person occurs which might produce psychological, physical, or emotional problems, the crisis response team will be empowered and authorized by the school board and administration to act in the best interests of students, staff, and district. The St. Edward Public School Crisis Response Team members can be contacted regarding a crisis through either the Superintendent of Schools, building Principals, or personally at school, 402-678-2282: or alternate numbers: Justin Frederick, 402-340-1089, Darren Luebbe, 402-649-6762, or Allison Pritchard, 402-741-0281.

### OBJECTIVES

1. Provide an organized procedure to use should a crisis occur involving a student or member of the staff.
2. Maintain a safe environment for students and staff.
3. Prevent escalation of rumors.
4. Communicate with staff, students, parents and the public.
5. Continue effective instruction and carry out established routines, rules and regulations within the school building.
6. Meet special needs of individual students by working with parents, school staff, and specialists.
7. Provide support for those directly or indirectly involved.
8. Identify students at risk following a crisis.
9. Attempt prevention of imitative behavior in case of suicide.

### PROCEDURES

1. In the event of a crisis, the school system will continue to function as normally as possible and will not close due to the death.
2. There will be no school-sponsored activities concerning the death with the exception of the crisis center. (i.e. visiting the funeral home, attending the funeral, visiting the family.)
3. All scheduled school activities should proceed as planned.
4. Students should not be dismissed from school, unless a parent is notified.
5. Students may attend the funeral if their parents have notified the school office. (This information will be included in the letter to the parents.)
6. All memorials will be directed to the family and the family can then direct it to the Superintendent.
7. Class collections will not be taken for memorials. (This information will be included in the letter to the parents.)
8. Funeral or memorial services will not be held in the school (during school hours).

# **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 principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

## **Section 2 Drug Testing Policy**

### **Drug and Alcohol Testing**

#### **1. Need for Random Testing.**

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

#### **2. Eligibility for Random Testing.**

Students who participate in school sponsored extracurricular activities (Grades 7-12) level are eligible for random testing. School sponsored extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, FFA, FCCLA, One-Act, choir, Quiz Bowl, and Speech Team.

To participate in a school sponsored extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the 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 twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

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

#### **3. Testing Procedure.**

##### **a. Random Testing.**

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

A school administrator may also require a student to undergo testing if the school administrator determines that reasonable suspicion exists to suspect that a student violated the District's drug and alcohol rules.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year, which may include testing over the summer months. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

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 requiring such.

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

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

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

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular activities will be restricted as follows:



For a first positive test, the student is ineligible to participate in any extracurricular activities for twenty (20) school days. The student may continue to participate in extracurricular activities if within ten (10) school days of the meeting with the parents or guardians the student shows proof that the student is receiving substance abuse counseling with a qualified professional and submits to a second drug test within two (2) weeks.

For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

#### 6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

### **Section 3 Education and Prevention**

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

1. Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.
2. Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.
3. Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.
4. Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom

instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the district of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

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

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

### **Section 4 Disciplinary Sanctions**

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

1. Violation of the standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **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 Administration**

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

# **Student Rights, Conduct, Rules and Regulations**

## **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.

Students should recognize that discipline is very closely related to each instructor's desire for classroom management procedures. These procedures will vary somewhat from one instructor to the next, but students need to be aware of what actions constitute the need for some form of corrective action. The classroom teacher will work closely with students and parents to communicate expectations for individual student behavior. If other assistance is needed, the principal will be contacted.

**In-School Suspension** requires the student to enter an isolated room to complete the day's academic requirements. Credit is allowed for this work and the suspension could range from 1 to 4 days.

**Out-of-school suspension** could be a short-term (1 – 5 days) or long term (remainder of the semester) action. Students may receive up to a 70% for work given during the time missed for an out-of-school suspension. Students are expected to stay current to class activity, on their own, while at home.

## **Section 2 Right to due process**

The policy of the Board of Education states:

The Board of Education of the St. Edward Public School views the establishment of rules and responsibilities governing student behavior as a necessary element of the education process. The rules and responsibilities governing student behavior established pursuant to this policy and other School Board Policies affecting student personnel shall be approved by the district's established procedure prior to their use. All rules and responsibilities by the school district and any rules governing student behavior at school shall be officially announced. The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process in their area. Any rules established by individual teachers are to be reflective of school policies and rules. Such rules are exempt from Board approval. Any behavior on the part of the student that violates school policies, rules, or regulations may be subject to disciplinary action. Any disciplinary action shall be administered within the fundamental framework of due process.

## **Section 3 Forms of School Discipline**

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

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include:

1. The rule(s) or standard(s) of conduct allegedly violated.
2. The penalty recommended by the school official in charge.
3. A statement indicating the student has a right to a hearing on the specified charges request.
4. A description of the hearing process and appeal procedure.
5. A form for parent(s)/guardian(s) to fill out in order for parent(s)/guardian(s) to request a hearing (to be signed and returned to the superintendent of school(s)).

Nothing in the procedure precludes the student, student's parent(s), legal guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five (5) days after receiving the written notice, the punishment will go into effect.

C. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) 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.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. 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.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

- 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 4      Student Conduct Expectations**

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

#### **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 consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school ground 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 St. Edward Public School 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,
  - 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 and educational function or event off school grounds, or at a school-sponsored activity

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

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

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

## **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 contacted 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.

## **Section 5 Employment – Related Sexual Harassment**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or

communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of one student by another student or students is addressed in a separate policy

## **Section 6      Relationship With Students**

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Twitter, Snapchat, Facebook, and/or any other social networking sites not mentioned. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. When communicating electronically with a student (e.g. by e-mail, text messaging, or instant messaging), a parent or guardian must be included on the communicated message. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- a. Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- b. Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- c. Displaying sexually inappropriate material or objects.
- d. Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a romantic nature.
- e. Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- f. Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter.
- g. Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- h. Discussing the employee's personal issues or problems that should normally be discussed with adults.
- i. Giving a student a gift of a personal nature.
- j. Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- k. Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- l. Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- m. Going to a student's home when the student's parent or a proper chaperone is not present.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

An employee is required to make a report to the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major



concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to St. Edward School Board President.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom she or he feels comfortable.

All reports made under this policy will remain confidential to the extent allowed by law.

Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of the standards set out above will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

## **Section 7 Harassment and Bullying Policy**

One of the missions of St. Edward Public School is to provide safe and secure environments 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 the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, 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. A Student or students who witness bullying or harassment may be subject to disciplinary actions as identified below.

It is the policy of the St. Edward Public School District that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g. sexual harassment, harassment of students with disabilities, race harassment, etc.)

- a. **Step One:** the first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- b. **Step Two:** The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed

another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

- c. Step Three: If the school authorities determine the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- d. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

## **Section 8 Harassment and Bullying Program—Levels: (in reference to Section 7c)**

Purpose: All students have the right to attend St. Edward Public School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

- 1) Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:00 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until the end of detention time.
- 2) Level II: The guidelines for this level are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:00 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until the end of detention time.
  - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
- 3) Level III: This is a long term assignment. The guidelines are listed below.
  - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
  - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

## **Section 9 Public Displays of Affection**

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

- a. 1<sup>st</sup> Offense: Student will be confronted and directed to cease.
- b. 2<sup>nd</sup> Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3<sup>rd</sup> Offense: Student will serve an in-school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

## **Section 10 Student Appearance Policy**

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

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, tank tops, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that could cause injury or damage;
- e. Head wear including hats, caps, bandannas, scarves, and **hoods**;
- f. Clothing or jewelry which exhibits nudity makes sexual references or carries double meanings.
- g. Shorts which are not at least mid-thigh in length.
- h. Articles which are unwashed and inappropriately soiled
- i. Pants which have holes above the knees.
- j. Students are not allowed to wear tools on their belt.

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

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

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

## **Section 11 Electronic Devices**

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

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

Possession and Use of Electronic Devices.

1. Students are prohibited from bringing personal electronic devices to school during the normal school day (normal school hours, 8:00 a.m. to 3:45 p.m.). The only exception would be a cellular phone. The administration may approve a personal electronic device, other than a cellular phone at school, permitted it would be used for academic use only.
2. Cellular phones usage is strictly prohibited during the academic times of the school day; including voice usage,

digital imaging, gaming, snap chat, or text messaging. Cell phones will be placed in cell phone caddies hanging on the classroom door in all secondary classrooms. Students will place them in at the start of each period and can grab them at the end of each class. If there is a problem in any elementary classrooms, the same caddies will be utilized. Smart watches may also be asked to be placed in the caddie if the teacher deems it necessary for a test or if they become an issue.

3. Cellular phones are to be powered-off mode during academic times of the school day. They may only be used prior to 8:00 a.m., during scheduled lunch times, after 3:45 p.m.; or in an emergency, per the school crisis plan.
4. District Electronic devices may be used during class time when specifically approved by the teacher or school administrator in conjunction with appropriate and authorized class or school activities or events (i.e. student use of a camera for yearbook purposes, student use of a lap top computer for a class presentation, or learning an application on the electronic device as part of a academic project). Administrators have the discretion to prohibit student use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate.
5. Students may use electronic devices during the 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).
6. Students are prohibited from taking their school laptop home to complete school work without administrative permission.

Taking school computers home violations are listed below:

- Student self-confession-no laptop computer use for 2 weeks
- First offense-no laptop computer use for 4 weeks
- Second offense-no laptop computer use for one quarter
- Third offense-no laptop computer use for one semester
- Fourth offense-no laptop computer use for the remainder of the academic school years.

7. Chromebooks for 7<sup>th</sup>-12<sup>th</sup> Grade. Students in these grades will receive an additional handbook on chromebook policy. These machines will be checked out at the start of the year and will be checked in at end of the year.

Students relinquish any reasonable expectation of privacy when they use electronic devices at St. Edward Public School. The St. Edward School Staff has the right to confiscate any electronic device not authorized or approved by the administration. The device will be taken to the Principal's office. The Principal may search the device to determine who has been contacting the student. In the event the device was used in non-approved times at St. Edward Public School, appropriate disciplinary action according to the discipline outlined below will be taken against everyone involved. If it is determined that the device has been used for cheating, harassment, or some other inappropriate behavior, the device will be returned to the parent at the end of the school year with the potential for additional discipline.

#### Discipline:

- First Offense:
  - The device will be confiscated, taken to the Office, and held until the end of the school day.
- Second Offense:
  - The device will be confiscated, taken to the Office, and held until a parent, student, and administrator meets to review the rules and regulations for electronic devices.
- Third Offense:
  - The device will be confiscated, taken to the Office, and held until a parent comes in to retrieve the phone; the student will not be allowed to have any electronic devices in school.

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.

## **Section 12 Internet Safety and Computer Acceptable Use:**

### **A. Internet Safety Policy**

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

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

### **B. Computer Acceptable Use Policy**

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

- 1) This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.
  - 2) The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.
- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
  - d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
    - 1) Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    - 2) Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    - 3) Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    - 4) Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    - 5) Users shall not copy, change, or transfer any software without permission from the network administrators.
    - 6) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    - 7) Users shall not engage in any form of vandalism of the technology resources.
    - 8) Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
  - e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
    - 1) to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
    - 2) to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
    - 3) to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

- 4) to engage in or promote violations of student conduct rules.
  - 5) to engage in illegal activity, such as gambling.
  - 6) in a manner contrary to copyright laws.
  - 7) in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
  6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
    - a. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
    - b. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
  7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
  8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Section 13 Publication of Student Work and Photos/Video of Students**

Publication of student work and images/video of students is a key part of instruction, and recognition of students and their accomplishments is essential. In an effort to allow and encourage these practices, while trying to insure student safety and privacy, the following procedures will be followed:

Pictures of students, pictures taken by students, and text written by students will be allowed to be published in the community newspaper (with full name and family affiliation, if appropriate) and in the school newspaper and school yearbook (with full name).

School use of student work (e.g. pictures, text, audio, video) and photos of groups of students engaged in school activities will be allowed, with first name and last initial associated with the photo and work. Individual photos of students will only be associated with full names in settings typically inaccessible to the general public.

If student products (e.g. text, photos, audio, and video) are to be saved to be used as samples for future instruction, permission will be obtained from the student and the parent and kept on file. The student and parent retain copyright rights. The student and/or parent may withdraw their permission for use at any time. The student name will not be associated with the work unless so requested by the student or if it is embedded in the project (e.g. in movie credits).

Student work that is to be submitted by the school for consideration for publication or for contests (other than locally-sponsored contests or a local newspaper/newsletter) will require both student and parent permission.

## **Section 14 Online Publication**

Any pictures of a student, pictures taken by a student, or text/audio/video of or by students may be posted on the school web site or other site deemed of educational value. Class name or the grade level of the group may be specified, but no names will be associated with individuals unless the nature of the publication is recognition of student involvement or achievement, in which case, only the first name and last initial will be used. Parents and students will be informed as to how to access anything posted on web sites other than the school website. At any time, a parent or student may request the removal from the Internet of anything depicting, or created by, that student if a staff member was responsible for the posting. Removal will occur in a timely matter.

## **Section 15 Request for More Restrictions**

Any parent who chooses to have more restrictions than those outlined above must notify the building principal in writing. The restrictions will apply to all publication occurring after the date of official receipt of the notification and will remain in effect unless cancelled in writing by the parent.

## **Section 16 Reporting Student Law Violations:**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g. police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the local law enforcement agencies to notify the proper St. Edward Public School District legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol.
  - b. Assault.
  - c. Vandalism resulting in significant property damage.
  - d. Theft of school or personal property of a significant nature.
  - e. Automobile accident.
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

## **Section 17 Child Abuse**

When any school staff member has reasonable cause to believe that a child or an incompetent or disabled person has been subject to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she is required by law to report such incident to the proper law enforcement agency. (School Law 28-710) Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be:

- a. Placed in a situation that may endanger the child's life or physical or mental health;
- b. Tortured, cruelly confined, or cruelly punished;
- c. Deprived of necessary food, clothing, shelter, or care;
- d. Left unattended in a motor vehicle, if the person is six years of age or younger, or
- e. Sexually abused.



# **Extra-Curricular Activities – Rights, Conduct, Rules and Regulations**

## **Section 1 Extracurricular Activity Philosophy**

The St. Edward School activity programs are an important part of the total school program. Those students who participate in these programs reflect the image of the school and the community of St. Edward. This philosophy is firmly based on the belief that there is more to an activity program than simply participating. Striving for excellence is vital. During the school year, students must maintain peak physical and mental condition. This will enable them to function and perform to the best of their ability. Therefore, the activity sponsor, administration, and Board of Education of St. Edward Public School will not tolerate the use of or the intent to use alcohol, tobacco, and/or illegal drugs by students.

The philosophy of the St. Edward School activity program is also based on the belief that students are representatives of the school and the community of St. Edward as long as they participate in the activity program. As such, their actions, both on and off the playing field, stage, court, etc. must be above reproach. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. Activity related incidents would destroy the proper image of St. Edward School. Such incidents, as well as the use, of alcohol, tobacco, or illegal drugs, are considered improper behavior for participating students and are subject to penalties. This philosophy recognizes the fact that there must be close cooperation between the coaches, sponsors, students, and the parents if the school activity policies are to be successful and effective. The school activity policies are for the benefit of the student. The parents and the school must share the responsibility of making sure that the rules are adhered to. If the parents and the school work together to enforce these rules, a smooth-running successful school activities program can result.

### 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, joint, 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 Rules and Procedures**

Activities Subject to the Code of Conduct: The rules apply 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.

School-Sponsored Events or Activities for which the policy applies are:

1. Athletic contests
2. Cheerleading/Dance Team
3. Speech contests and clinics
4. Play Production performances, contests, and clinics
5. Music competitions, clinics, and performances
6. FFA contests and clinics
7. FCCLA contests and clinics
8. Quiz Bowl contests
9. Student Council clinics and activities
10. Honor Society activities
11. Other activities deemed by the Principal to be appropriate to include Prom and/or Graduation

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

When: The rules apply to conduct which occurs at any time during the calendar year.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity which is held outside the school year or the NSAA season. For example, if an FFA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The 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 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.

Transportation: Participants are expected to ride the school provided transportation on the way home from contests. In the event that a participant would like to ride with their parent/guardian, they must sign off before leaving with their parent/guardian. If it is a bus, then the bus driver will have the sign off sheet, and if it is in a van, then the coach/sponsor will have signature document. Alternate transportation forms are available from the activity director and must be signed 24 hours before the event, unless approved by administration.

### **Section 3      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 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 a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, 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, 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; 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 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 St. Edward 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 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 rules have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

#### **Section 4      Consequences for Violations of Section 3**

**First violation:** Student is suspended for 21 calendar days from participation in or attending any school-sponsored events or activities (home or away) and receives the Additional Disciplinary Action (see section 7).

Self-reporting for First violation:

Any student self-reporting a violation of Section 3 will receive a credit of 7 calendar days. In addition, the student will receive a credit in the Additional Disciplinary Action of 1 school-sponsored event or activity.

**Second violation:** During the current school year: student suspended for 180 calendar days, from participation in or attending any school-sponsored events or activities (home or away) and receives the Additional Disciplinary Action (see section 7).

Self-reporting for Second violation:

Any student self-reporting a violation of Rule 2 will receive a credit of 60 calendar days. In addition, the student will receive a credit in the Additional Disciplinary Action of 1 school-sponsored event or activity.

### Further violations of Section 3:

Any other violations (third, fourth, etc.) that occur during the current school year will require a mandatory meeting between the student, parent/guardian, and administration to determine future suspensions from school-sponsored events or activities. The school administrators shall determine the appropriate suspension.

### Violations of Section 3 Outside the School Year:

The school year for purposes of the cumulative sanctions for Section 3 violations means the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA. When a violation occurs outside the school year (e.g., during the summer), that violation counts as the student's first violation for the next succeeding school year.

## **Section 5 Other violations of laws of the State of Nebraska**

### **Misdemeanor Policy**

Any student cited by law enforcement (charged or ticketed) of a misdemeanor criminal offense or convicted of a misdemeanor criminal offense becomes ineligible for any school-sponsored events or activities for 30 calendar days in the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school conduct rules and receives the Additional Disciplinary Action (see section 7). In addition, the student is ineligible for the next 3 school-sponsored events or activities in which the student is scheduled or had intended to attend and/or participate. This misdemeanor policy does not apply to minor traffic violations or Section 3 violations.

#### Self-reporting for a Misdemeanor:

Any student self-reporting a violation of Rule 3 will receive a credit of 10 calendar days. In addition, the student will receive a credit in the Additional Disciplinary Action of 1 school-sponsored event or activity.

### **Felony Policy**

Any student charged with or convicted of a felony charge becomes ineligible for any school-sponsored events or activities for 180 calendar days in the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school conduct rules. In addition the student receives the Additional Disciplinary Action (see section 7).

#### Self-reporting for Felony charge:

Any student self-reporting a violation of Rule 4 will receive a credit of 60 calendar days. In addition, the student will receive a credit in the Additional Disciplinary Action of 1 school-sponsored event or activity.

### **Steroid Offenses**

Steroids offenses are subject to different penalties due to state law. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the penalties under Section 3, as applicable, provided the penalty shall also include the following minimum suspensions:

- First Offense: 30 consecutive days.
- Second or Any Subsequent Offense: The student shall be prohibited from participating in any extracurricular activities for one (1) calendar year from date of finding of violation.

## **Section 6 Coach or Sponsor Rules**

Coaches and sponsor may establish additional conduct rules and expectations for subjects other than tobacco, alcohol, drugs and crimes. Students may be disciplined for violations of the conduct rules and expectations. Such discipline may include suspensions from activities. The length of such suspensions will be as set forth in the rules of the coach or

sponsor. Where the rules of the coach or sponsor do not specify the length of the suspension, the coach or sponsor shall determine the appropriate suspension, subject to review by the school administration.

### **Section 7 Additional Disciplinary Action**

Any student/athlete found to have violated Section 3 of the Activity Policy will have an Additional Disciplinary Action of being immediately ineligible for the next 3 school-sponsored events or activities in which the student/athlete is scheduled or had intended to attend and/or participate.

### **Section 8 Letters and Post-Season Honors**

Student/athletes who commit a Section 3 or Section 5 violation are: (1) eligible to letter, provided the student/athlete meets the criteria of the coach or sponsor, and (2) ineligible to receive honors during the sport or activity in which they are participating at the time of the rule violation and/or in sports or activities in which they have missed events due to the rule violation.

### **Section 9 Scope of the Activity Policy**

Where: The Activity Policy 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 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.

When: The Activity Policy rules apply to conduct which occurs at any time, year-round.

### **Section 10 Meaning of Terms**

The terms used in the Activity Policy have a less strict meaning than under criminal law.

- Use includes any level of consumption or use of any of the prohibited substances (tobacco, controlled substance and alcohol).
- 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 a participant is present--the participant is considered to be in possession if the participant is aware that the alcohol is in the vehicle, even though the participant has not touched or consumed the alcohol, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol is at the party, even though the participant has not touched or consumed the alcohol, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older).
- Self-Reporting. A self-report means that the student has told the school administration of the student's violation of the Activity Policy. To be effective for purposes of reduced sanctions, the self-report must meet the following conditions:
  - Timeliness: The self-report must be made the earlier of: (1) within 24 hours of committing the infraction or (2) before participation in an extracurricular or co-curricular activity. The student's parent or guardian may make the self-report on behalf of the student provided the student gives a written statement of the self-report upon request of school administration.
  - Completeness: 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. If requested, the student must put this information in a written statement. Activity participants are expected to be honest and forthright with school

officials. In the event the student is asked for information pertaining to compliance (or lack of compliance) with the Activity Policy by other students, the self-reporting student must fully, completely, and honestly provide the requested information.

### **Section 11 Determining a Violation Has Occurred**

A violation of the Activity Policy will be determined to have occurred under any one of the following circumstances:

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. (School officials may determine that a violation of the Activity Policy has occurred even though a criminal charge related to the conduct is still pending and even if Student has been found not guilty or the criminal charge has been otherwise dismissed. )
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court. Entering into a pretrial diversion program will be considered an admission of guilt of a violation of the Activity Policy.
3. When a student self-reports or otherwise admits to violating one of the standards of the Activity Policy.
4. When a student is accused by another person of violating one of the standards of the Activity Policy 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.

### **Section 12 When Suspensions and Activity Ineligibility Sanctions Begin**

All suspensions and activity ineligibility sanctions begin when the school administration determines the rule violation occurred and determines the sanction to be imposed, provided that the school administration shall have the discretion to establish a time period for the suspension makes the suspension have a real consequence for the student. This includes the possibility of the administration suspending a student indefinitely until any and/or all rule violations, to include Misdemeanor and Felony violations, are resolved. For example, if a student commits a drug offense in June, the 21-day suspension may be imposed (and ordinarily would be) beginning with the official starting day of the fall sport season established by the NSAA. 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.

### **Section 13 Procedures for Activity Policy Discipline**

The following procedures will be followed with regard to Activity Policy suspensions and activity ineligibility sanctions:

1. The school official(s) considering the suspension will make 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 purpose.
2. Prior to commencement of the suspension, the student is to 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 school has, and be given the opportunity to explain the student's version of the facts. (Detail is not required where the activity participant has made a self-report. Names of informants may be kept confidential where determined to be appropriate).
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within 2 days or such additional time as is reasonably necessary following the suspension, the principal or principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.

5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or the student's parent/guardian is not satisfied with the determination of the school official, an informal hearing may be requested before the superintendent. A form to request such a hearing must be signed by the parent or guardian and will either be provided with the initial notice letter or be made available upon request in the principal's office. This request must be received by the building principal within 5 days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within 10 days of the request. The Superintendent will notify the participants of the time and place of the hearing within 5 days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within 5 days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.
10. "Days" for purposes of these procedures means school days when school is in session and business days if school is not in session.

#### **Section 14 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 purposes of the activities program, the coaches and sponsors will 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:

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.

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 this 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 or sponsor, the school, and the community.

#### **Section 15 Attendance in School to Eligible**

##### **A. School Day:**

Any elementary or secondary student who misses school due to an illness will not be able to participate in any school activity or practice that day. This includes attending, not just participating in an activity. In order to be eligible to participate in or attend any school activity or practice later that afternoon or that night, the student must report to the office by:

- 11:20 a.m. (5th period) on Regular school days;
- 10:30 a.m. on early outs, 1:30 p.m. dismissals; and
- 11:50 a.m. on late starts, 10:00 a.m.

If a school sponsor activity is scheduled to begin in the morning of a school day, the student must be in attendance prior to the 1<sup>st</sup> period of the day, (8:00 a.m. on regular days; 10:00 a.m. on late starts).

**B. Attendance Prior to an Activity:**

The student must meet the attendance requirement on the day of the school week in order to be eligible for an activity scheduled for the next school day. Example: If a student has an unexcused absence on Wednesday, the student would be ineligible to participate in an activity scheduled for the school day on Thursday. (Exceptions can be made at the Principal's discretion to include pre-excused absence and emergency absence.)

**C. Weekend Activities:**

The student must meet the attendance requirement on the last day of the school week in order to be eligible for activities that weekend. Example: If a student has an unexcused absence on Friday, he or she will not participate on Saturday or Sunday in an activity scheduled event. (Exceptions can be made at the Principal's discretion to include pre-excused absence and emergency absence.)

**Section 16 Academic Standards**

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:

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. Maintain passing grades in all courses per the eligibility policy.

**Eligibility**

Students failing or incomplete in their subject areas will be ruled ineligible for seven (7) calendar days (Monday-Sunday) and shall have pass privileges revoked.

Ineligible students will, at the sponsor's discretion, be allowed to attend activity practices, use practice time for study at school, or study at home.

Students with conditions, which qualify them for special education intervention, shall have the conditions of this policy adapted to the requirements identified in the individual's IEP

**Section 17 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Rules and Procedures, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances**

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of St. Edward Public School and their guests may attend.
  - a. Students currently attending St. Edward Public School or another high school who have not been restricted from attending extracurricular activities at St. Edward Public School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 14 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grade levels at St. Edward Public School. For any dances at the middle school level, only students attending St. Edward Public School in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. 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.
  - f. Rules for dances may restrict students and their guests from leaving a dance until the dance ends.



- g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.  
Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. **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 the event if you are uncertain about your attire.

## **Section 18 Relationship Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities - Communicating with your children

- Make sure that your children know win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful, but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured his or her philosophy attitudes, ethics, and knowledge are such you are happy to have your child under his or her leadership.
- Always remember children tend to exaggerate, both when praised and when criticized. Temper your reaction, and investigate before overreacting.

### Communicating with the coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance

- Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## Section 19 Coaching/Sponsor Concern Procedures

It is the intent of the St. Edward Public Schools to provide an opportunity for parents and student/athletes to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board of Education and administration insist that student/athletes, parents, coaches, sponsors, and board members follow the concern procedures as presented.

The procedures are as follows:

1. **Cooling off period:** There are to be no spontaneous concern related conversations immediately following a game, activity or practice. Parents agree to wait at least one (1) day after a game, practice, or activity prior to initiating a conversation with a coach or sponsor. Coaches and Sponsors agree to not participate in any conversations where the concern procedure has not been followed.
2. **Concern Report Form:** Prior to any conversations being held between a parent and coach/sponsor, a concern form must be completed by the parent and given to the Principal or Activities Director who the concern is not directed. Forms are located with the Administration and Activities Director. The Principal or Activities Director will be responsible for delivering the form to the coach/sponsor. This will allow the coach/sponsor the opportunity to be prepared to discuss the issue. If the coach/sponsor is the Activities Director, the concern report form will be submitted to the Principal.
3. **Parent/Coach/Sponsor Meeting:** The coach/sponsor will contact the parent and arrange a time to meet with the parent, and student/athlete (if appropriate) in order to resolve the issue. Both parent and coach/sponsor agree to conduct themselves professionally and respectfully at all times.
4. **Principal's Involvement:** In the event the issue is not resolved to the satisfaction of the parties involved or the parent or coach/sponsor would like the Principal present, a meeting will be scheduled with the Principal, the parent(s) and coach/sponsor in order to resolve the issue.
5. **Superintendent's Involvement:** In the event the issue is not resolved the Principals, the issue will be forwarded to the Superintendent.
6. **Board of Education:** In the event the issue is not resolved through the Superintendent, the parent may file an official grievance form, which has been adopted by the Board of Education.

*In the best interest of protecting the educational environment of the St. Edward Public Schools, it is imperative this policy be followed by all families within our district.*

## **Section 20 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.

### 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. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
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 noisemakers 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.

## **Section 21 Student Fees Policy**

The Board of Education of St. Edward Public School has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The Board of Education realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student’s eligibility for the free or reduced-price lunch program. The parent/guardian is required to fill out a request, through the Superintendent’s office, that the student be exempted from charges. The Superintendent shall determine granting of waivers on each individual expenditure applied for, based on eligibility for free or reduced-price lunch program. Guidelines for the Fee Waiver Program will follow School Board Policy.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches.

- \* Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- \* Admission fees for onsite district-sponsored extracurricular activities and district transportation charges for spectators attending offsite extracurricular activities;
- \* Materials required for course projects where the project becomes the property of the student upon completion.

# **State and Federal Program**

## **Section 1 Notice of Nondiscrimination**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the St. Edward Public Schools, and all others who interact with St. Edward Public School are hereby notified that the St. Edward Public School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Mr. Justin Frederick, Superintendent  
601 Clark Street  
P.O. Box C  
St. Edward, NE 68660  
402-678-2282

## **Section 2 Designation of Coordinator(s):**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: St. Edward Public Schools, 601 Clark Street, P.O. Box C, Saint Edward, NE 68660

| 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 |

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

Elimination of Discrimination. The St. Edward Public School District 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: The St. Edward Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, St. Edward Public School District 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, religion, national origin, sex, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

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

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

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

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

## Complaint and Grievance Procedures:

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

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

The supervisor, teacher or the Superintendent of St. Edward Public School 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 by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities 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) afford 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes and inaccurate or misleading.
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.
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

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

The No Child Left Behind Act of 2001 requires St. Edward Public School to 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 St. Edward Public Schools 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. St. Edward Public Schools will comply with any such request.

## **Section 8 Notice Concerning Staff Qualifications:**

The Every Student Succeeds Act of 2015 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, St. Edward Public School will give parents/guardians the State qualifications and the grade levels/subject areas in which the teacher provides instruction.

## **Section 9 Student Privacy Protection Policy:**

It is the policy of St. Edward Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies are on file with the Superintendent of Schools and may be provided upon request.

## **Section 10 Parental Involvement Policies:**

General-Parental/Community Involvement in Schools: St. Edward Public School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is St. Edward Public School'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.

Title I Parental Involvement Policy: This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. St. Edward Public Schools 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 St. Edward Public Schools 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 St. Edward Public School 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 the 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 shall:

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 of 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 practicable 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 shall 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. The Parent/Student Compact is located on page 7 of this handbook.

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 Breakfast and Lunch Programs:**

The St. Edward Public School 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.

For various reasons a student's lunch account may reach a low balance or a negative balance, which results in the student charging a lunch or breakfast. When a student's lunch account has a "Low Balance" (\$8.00 per family): Verbal notification will be made to the student and written notification will be mailed to the parent or guardian so that a payment or payment arrangements need to be made with the administration.

If a student's lunch account reaches a negative balance, the parent or guardian will be notified so that they can make a payment or arrangements within two school days of the notification. If the administration is not notified within two school days, the student may not be permitted to eat. A letter will be mailed or sent home weekly; until the lunch account balance maintains a positive amount.

Any student with a negative balance on his/her lunch account will not be permitted to receive a second main portion, a salad bowl, or extra milk until his/her lunch account balance maintains a positive amount.

Parents and/or guardians may set up payment plans with the administration to ensure their student(s) will be permitted to eat on a daily basis. If the parents and/or guardians deviate from the plan without approval of the administration, their student(s) will not be permitted to eat until their unpaid balance is paid in full and their lunch account maintains a positive balance.

Procedures for carrying out this policy will be provided by the St. Edward Public School administration.

### **Meal prices are as follows:**

Hot lunches grades K-6 are \$2.10, grades 7-12 are \$2.35, and faculty lunch is \$3.65. The cost for a second main portion (if available) will be \$1.00. An extra milk is \$.35. Parents or other adults wishing to eat at school should notify the office by 8:30 a.m. Parents and other adults will pay a minimum of \$3.65 per meal, but no more than \$5.00 depending on meal served.

Breakfast will be served from 7:30 a.m. to 7:50 a.m. All trays will be removed from the tables at 7:55 a.m. Prices for breakfast for K-6 are \$1.20, grades 7-12 are \$1.30, and adults \$2.25.

All school lunches served by the school or lunches brought from home will be consumed in the lunchroom unless prior arrangements are made.

Students whose families meet specific government criteria may qualify for either free or reduced-price lunches. Information regarding free/reduced price lunches will be sent home to each household. No free/reduced price meals will be served to students until the proper paperwork is completed and approved.

The secondary (7-12) lunch period is open. This means that students in grades 7-12 are free to leave school and the school grounds during this period. Students are required to sign out when leaving the campus and sign in when they return. During lunch period, no student will be allowed to go to his/her automobile. Students are prohibited from riding with anyone other than their own parents to and from lunch. After eating lunch, the students may be outside, in the gym, or commons area. High school students may not be on the east side of the elementary school or in the high school section unless a teacher sponsors them. This includes the agriculture shop.

Students, who are eating school lunch, should be sure that they are counted each morning to insure a proper lunch count for the cooks. Proper conduct is expected from all students in the lunchroom. Failure to do so could result in loss of lunchroom privileges. The teachers will dismiss students at their respective lunch times. Times may vary due to changes in school schedules.

The breakfast and lunch menus are included in the monthly newsletter so students and parents know what will be served ahead of time.

We participate in an offer vs. serve program. The same lunch is not "served" to all students. Students are offered choices and must select three of the five choices for their lunch tray to count as a meal. Students are expected to eat the food they choose and not consequently waste food. Students will not be forced to eat, but will be encouraged to make good decisions or their actions will be monitored more closely.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**\*Students on Free & Reduced plans are required to pay for seconds.**

## **Section 12 Nebraska Childfind**

The St. Edward Public School District is looking for unidentified children with special needs as it participates in "Nebraska Childfind" this is an ongoing statewide search for all unserved handicapped children, ages birth through 21.

Children who would benefit from special education services may not be receiving them because parents may not know of available programs or because they do not recognize the handicapping conditions of their children.

Special programs are available through public schools for handicapped children whose impairments pose restrictions on learning. These impairments include: speech/language disorders; hearing/visual impairments; specific learning disabilities; retardation; behavioral disorders; physical handicaps and sever multiple handicaps. Nebraska law guarantees a free appropriate public education to all children.

Parents who feel their children should be receiving special education service are asked to contact the St. Edward Public School district. Nebraska Childfind provides information also through their toll free number, 800/742-7594.

**Section 13 St. Edward High School Standardized Testing Policy**

| <u>Test</u> | <u>Information</u>  | <u>General Dates</u> |
|-------------|---|----------------------|
| *ACT        | If you are planning to attend a 4-year college in the mid-west.                                       | See Counselor        |
| *SAT        | If you are planning to attend a 4-year college on the coasts.   | See Counselor        |
| ASVAB       | If you are planning on a future in the armed forces (military)  | See Counselor        |
| PSAT        | This is a test for juniors to prepare them for the SAT, which may also qualify them for scholarships. | Mid-October          |
| MAPS        | This is a standardized test, which is required for grades K-11.                                       | Bi-Annual            |
| ELPA 21     | English Language Learners   | February/March       |
| NCSAS       | State Math, Science, and Reading test, required for grades 3-8.                                       | March/April          |
| ACT         | All 11 <sup>th</sup> graders  | TBD                  |

**FOUR-YEAR GENERAL HIGH SCHOOL PLAN**

This four-year plan should be made in accordance with the student's post high school plans. Most colleges, universities, and schools require testing before entering a program of study. The information, which follows, should be seen as a guide to help the student make plans for his/her post-secondary future.

Most four-year colleges and universities require the ACT or SAT test. It is important to see which test is required for admission to the colleges or universities that the student is interested in attending. The ACT test is generally taken the spring of the student's junior year and the fall of the senior year. Most Community Colleges, Technical, and Specialty Colleges require students to take the ASSET/COMPASS test or the ACT. The ASSET is the pencil paper test and the COMPASS is the computerized test. These are tests for general skills in math, grammar, reading, etc. The ASSET/COMPASS can be taken as early as the spring of the student's sophomore year. The school counselor has more information about these tests.

See the guidance counselor for information concerning testing, colleges, and NCAA eligibility requirements.

**FORM A**

**RECEIPT OF 2021-2022 STUDENT-PARENT HANDBOOK  
OF ST. EDWARD PUBLIC SCHOOL**

This signed receipt acknowledges receipt of the 2021-2022 Student-Parent Handbook of St. Edward Public School. It is understood that the handbook contains student conduct, discipline rules, internet and acceptable computer use, and information about Safe and Drug-Free Schools and that the undersigned as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

St. Edward Public School  
601 Clark Street  
P.O. Box C  
St. Edward, NE 68660

## FORM B

### WAIVER FOR INSURANCE LIABILITY FOR SCHOOL ACTIVITIES

We understand the school does not carry injury insurance on students and we are responsible for insuring our child(ren) either using our family insurance or the supplemental insurance provided through Cornerstone Insurance Agency.

St. Edward Public School requires that this form be signed and returned with the medical physical form before the student may participate in any activity.

My child/children name(s): \_\_\_\_\_

\_\_\_\_\_

is/are covered by the following insurance company: \_\_\_\_\_

I want to add the supplemental insurance to cover my child/children in school.

(Circle one)      YES      NO

SIGNED: (Parent or Guardian) \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: The student insurance offered covers everything but football for grades 7-12. If a student in grades 7-12 wants to participate in football, he/she must have a football policy if the parent wants supplemental coverage while playing football or practicing football. The student accident policy covers all other areas.

If you have any questions, please call the school at 402-678-2282.

# FORM C

## Home Language Survey

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_\_ Male \_\_\_\_ Female

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

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

1. Was your child born in the United States? \_\_\_\_ Yes \_\_\_\_ No

If yes, in which state? \_\_\_\_\_

If no, in what other country? \_\_\_\_\_

2. Has your child attended any school in the U. S. for any three years during their lifetime? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide school name(s), state, and dates attended:

Name of School \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_

Name of School \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_

Name of School \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_

3. What language is spoken by you and your family most of the time at home? \_\_\_\_\_

4. If available, in what language would you prefer to receive communication from the school? \_\_\_\_\_

5. Please check if your child is:

A. \_\_\_\_ Native American Indian

C. \_\_\_\_ Native Pacific Islander

B. \_\_\_\_ Alaska Native

D. \_\_\_\_ Native U.S. Virgin Islander

6. Is your child's first-learned or home language anything other than English? \_\_\_\_ Yes \_\_\_\_ No

**If you responded "Yes" to question number 6 above, please answer the following questions:**

7. What language did your child learn when he/she first began to talk? \_\_\_\_\_

8. What language does your child most frequently speak at home? \_\_\_\_\_

9. What language do you most frequently speak to your child? (Father) \_\_\_\_\_

(Mother) \_\_\_\_\_

10. Please describe the language understood by your child. (Check only one)

A. \_\_\_\_ Understands only the home language and no English.

B. \_\_\_\_ Understands mostly the home language and some English.

C. \_\_\_\_ Understands the home language and English equally.

D. \_\_\_\_ Understands mostly English and some of the home language.

E. \_\_\_\_ Understands only English.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

### Consent to Test Form

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

I consent to and authorize St. Edward Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

|                      |                                 |
|----------------------|---------------------------------|
| _____                | _____                           |
| Student Name (print) | Parent or Guardian Name (print) |
| _____                | _____                           |
| Student Signature    | Parent or Guardian Signature    |
| _____                | _____                           |
| Date                 | Date                            |

I plan to participate in one or more of the following school sponsored extracurricular activit(ies):

---

\_\_\_\_\_ I am volunteering to be placed in the testing pool.

## Activity Drop Form

I, \_\_\_\_\_ wish to withdraw from \_\_\_\_\_

\_\_\_\_\_.

I will submit this form to the Athletic Director. My name will be withdrawn from the testing pool on the date this is received by the Athletic Director.

I will submit this form to the Athletic Director. My name will be withdrawn from the testing pool on the date this is received by the Athletic Director.

Completing this form will pertain to all school sponsored activities. I understand, by withdrawing, I can no longer participate in any school sponsored extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

|                                   |  |
|-----------------------------------|--|
| <hr/> <p>Student Name (print)</p> | <hr/> <p>Parent or Guardian Name (print)</p> |
| <hr/> <p>Student Signature</p>    | <hr/> <p>Parent or Guardian Signature</p>    |
| <hr/> <p>Date</p>                 | <hr/> <p>Date</p>                            |

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date of Receipt