

4010 - STUDENT RESIDENCY REQUIREMENT

The board of education has a responsibility to provide for the educational needs of young persons who are legal residents of the district. To be a legal resident, a student must permanently reside within the boundaries of the school district with either his or her parent(s) or legal guardian(s) who are responsible for the student's supervision and support. Students who are unable to meet this requirement of residency shall be denied admittance to school unless they comply with requirements set forth in the board's policy related to nonresident students or by payment of tuition.

The administration shall, when there is question about whether a student meets the requirements, require an affidavit of the student's parent(s) or legal guardian(s) attesting that they reside within the district, the student resides with them permanently and they provide for the support of the student. Failure on the part of the student's parent(s) or legal guardian(s) to provide the administration with such evidence shall be deemed as evidence on non-residency and the student in question shall immediately be denied admittance to school until proof of residency is provided the administration.

The board of education may waive this requirement for a period of time not to exceed one calendar year provided the parent(s) or legal guardian(s) of the student in question obtain board support for "Free holding" into the district or the parent(s) or legal guardian(s) present other reasons for the board to waive the requirements of this policy.

Date of Revision: 03/10/2014

4020 - STUDENT ENTRANCE TO SCHOOL AND WITHDRAWAL PROCEDURES

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 the age of 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.

Decisions regarding early Kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

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 [Name] Public Schools or resides in [Name] Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- 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
- 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.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child 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 that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law

enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Legal Reference: Neb. Rev. Stat. 79-201 and 79-209; Neb. Rev. Stat. 79-527

Date of Revision: 03/10/2014

4022 - EARLY CHILDHOOD EDUCATION

The Board of Education of the St. Edward Public Schools recognizes the importance of early childhood education in the development of children and that the years before a child reaches kindergarten are among the most critical in influencing a child's learning. In an effort to better meet the needs of the district's young children in the areas of social, physical, intellectual, creative and emotional development the St. Edward Board of Education established an Early Childhood Program. The Early Childhood Program thus established operates under Title 92 of the Nebraska Department of Education and follows the guidelines as established in Chapter 11-Regulations for Early Childhood Education Programs.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the implementation and operation of an Early Childhood Program.

Date of Adoption: 11-14-2016

4030 - SCHOOL DAY/SCHOOL YEAR

This school day shall be arranged and scheduled by the administration, within the limitations of school facilities and requirements of state law and Nebraska Department of Education Rule 10 regulations, so as to offer the greatest return educationally for the time spent.

The school year shall consist of not less than 1080 hours of instructional time for secondary students and 1032 hours of instructional time for elementary students.

The following shall not be considered as instructional time:

1. Lunch periods
2. Dismissal or cancellation of school due to weather or other cases of an emergency nature.
3. Dismissal or cancellation of school due to reasons other than emergencies (i.e.: Hosting conference, districts, or state events and/or contests, etc.).

In order to ensure the most efficient use of instructional time during each school day, every effort shall be made to schedule time for extra curricular activities and events so that they take place outside of school hours or on non-school days.

In cases where the board of education has determined that senior class students have completed the course of study and met all requirements for graduation, the 1080 hour requirement for those students may be waived (i.e.: midterm graduation, early release).

The instructional hour shall consist of 60 minutes with students and teachers in attendance.

Date of Revision: 03/10/2014

4040 - STUDENT PROGRESS, PROMOTION, AND RETENTION

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter per board policy 4050.

Parent-teacher conferences will be held twice during the school year, once each semester. 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.

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 as outlined in the current student handbook. Students are classified by the Class of "year" once they enter their freshman 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.

4050 - ACADEMIC REPORTS, REQUIREMENTS, INTEGRITY

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:

- a. Academic reports will be mailed weekly starting the third Wednesday of each quarter for students who have an average of 74% or below in any one of his/her classes.
- b. 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.**ACADEMIC REQUIREMENTS**

Academic and eligibility requirements for 7-12 grade students, will be determined by the local policy on a weekly basis. Teachers will submit failing/incomplete grades to the Principal by 12:00 p.m., beginning the THIRD Friday of each quarter and each Friday thereafter. Teachers may use discretion in the identification of a student with an incomplete for the academic list. 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 (Mon.-Sun.) 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.

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 P.M. of each week. This report will list students who are on probation, failing, and/or incomplete.

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.

1. 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.
2. Students having probational grades (70% - 74%) will be encouraged to attend, but not mandatory.
3. 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:

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

BEYOND THE BELL: ELEMENTARY STUDENTS, GRADES K-6

1. To support students in achieving the best academic achievement, students will be assigned to attend "Beyond the Bell". If students do not have their homework finished the day the teacher states it is due, the student will receive a duplicated sheet which parents will need to sign and return the next day. The student will attend "Beyond the Bell" the day the sheet is return, unless other arrangements are made between the teacher and parent.
2. "Beyond the Bell" times are Monday through Thursday from 3:40 p.m. to 4:15 p.m. A schedule is posted on the hall bulletin board.
3. Students will always have the option to attend "Beyond the Bell" voluntarily, providing a quiet work environment

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.

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.
- 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.

4052 – 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 taking part. 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, including electronic nicotine delivery systems, 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, including electronic nicotine delivery systems, 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:

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

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

1. **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 that 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.
2. **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.

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, any tobacco product (including electronic nicotine delivery systems), narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. *Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products, (such as e-cigarettes), or electronic nicotine delivery systems. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (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 Rule 2 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 Rule 2 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 that 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, including electronic nicotine delivery systems, 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

- 1) 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.
- 2) 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 that 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 that 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 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:

- 11:32 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 1st 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 is not in attendance 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. (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 (Thurs.-Wed.) 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 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 that 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 that 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 that his or her philosophy attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that 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 18 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 19 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.

Date of Revision: 07-17-2019

Military Recruiters

The district will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student’s parent or guardian has submitted a written request that the student’s information not to be shared with a military recruiter. The district will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of each students.

If a parent or guardian does not want his or her student’s information to be provided to a military recruiter the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: 07-17-2019

4053 - STUDENT PARTICIPATION IN ATHLETIC CONTESTS BETWEEN SCHOOLS

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

Legal Reference: NDE Rule 10.004.02C
Nebraska School Activities Association Middle Level Activities Bylaws,
Article 9

Date of Adoption: 10-13-2014

4054 - CONCUSSIONS**1. Training.**

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

2. Education.

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

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

3. Response to Concussions.

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

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

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school

shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

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

4. Responsibility of Coaches.

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

5. Students and Parents.

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

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

Date of Adoption: 10-13-2014

4055 - CONCUSSIONS: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of St. Edward Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

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

Date of Adoption: 10-13-2014

4056 – PEDIATRIC CANCER: RETURN TO LEARN FROM CANCER

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Nebraska Legislative Bill: LB 511

Date of Adoption: 07-13-2015

4058 - SCHOOL DANCES

A school sponsored dance is a school activity subject to all provisions of the Extracurricular 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(including electronic nicotine delivery systems) 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 you attire.

Date of Adoption: 07-17-2019

4060 – STANDARDIZED TESTING

The school district will establish and maintain a standardized basic testing program which can be used, communicated and interpreted by school and by district. The current testing program administered by the district is: Measures of Academic Performance (MAPs)

The program will lend itself to:

1. A qualitative assessment of the educational program of the district for purposes of reporting the overall status of the district and charting the growth of the pupils, grades, schools and areas from year to year.
2. Appropriate reports to the board.
3. Interpretation and use by the teachers, counselor, and administrator so that the test findings will influence the guidance and counseling of individual children, and the development of a high quality curriculum.

The program will reflect the academic growth of pupils according to their own mental capacities and to local and national norms; minimize the workload of school personnel in terms of test administration, scoring, interpretation, and use; be adequate and financially feasible; require reasonable training for involved school personnel; and assess the growth of pupils in the basic skills and subjects in the elementary and secondary grades.

Date of Revision: 07-14-2014

4070 - STUDENT RIGHTS, CONDUCT, RULES and REGULATIONS**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) or expulsion action. There is no credit given during the time missed for an out-of-school suspension, but students are expected to stay current to class activity, on their own, while at home.

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.

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

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:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten 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.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or 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.
 5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 6. Students Subject to Juvenile or Court Probation. Prior to 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.

Date of Revision: 07-17-2019

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, engaging in, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor product (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The

term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school ground to threaten; or
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for 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.

Date of Adoption: 07-09-2012

Date of Revision: 07-14-2014

4072 – PROCEDURE FOR LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT

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

1. The principal or assistant principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation.
2. If the principal deems further action appropriate, said party shall either serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision. Said notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal.
 - b. The penalties to which the student may be subjected and the penalty which the principal has recommended in the charges.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.
 - d. A description of the hearing procedures provided along with procedures for appealing any decisions rendered at the hearing.
 - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents or the student's representative or guardian shall have the right to examine the student's academic and records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form of a request for hearing to be signed by such parties and delivered to the principal in person or by registered or certified mail.
3. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
4. In the event that the principal or designee has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal shall automatically go into effect.
5. If a hearing is requested after the end of five school days following the actual receipt of the written notice, but prior to thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
6. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
7. In the event that a hearing is requested within five school days from receipt of the written notice, the superintendent shall appoint a hearing officer.

Date of Revision: 07-14-14

4074 – HEARING PROCEDURE

1. **Hearing Officer:** The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberation. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents or guardian may have regarding the nature and conduct of the hearing.
2. **Administrative Representative:** The superintendent shall appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing:** If a hearing is requested within five school of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents or guardian except with the consent of all the parties.
4. **Continuance:** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records:** The administrative representative, the student, the student's parents or guardian or the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the board of education at any reasonable time prior to the hearing.
6. **Hearing Procedure:** The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student, the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents or guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, the student's parents or guardian, or representative, or the hearing officer shall have the right to question any witness giving information at the hearing; the student may testify in his or her own defense in which case he or she shall be subject to cross examination. The student, however, shall not be required to testify in his or her own

defense in which case he or she will not be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

7. Availability to Witnesses: The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record: The proceedings of the hearing shall be recorded at the expense of the school district ending all of the disposition of one student is charged with alleged facts appear to be substantially the same for all of such students, a single hearing may be conducted for such students if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved,
9. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
10. Findings: Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent his or her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment.
11. Review by Superintendent: The superintendent shall review the findings and recommendations of the hearing officer and in his discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.
12. Notice of Determination: Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents or guardian, the determination of the superintendent shall take immediate effect.
13. Appeal to Board: The student, the student's parents or guardian may, within 15 school days following a hearing, submit to the superintendent of schools or the secretary of the board of education, a written request for review by the board of education.
14. Review by Board of Education: Upon receipt of the request for review or the superintendent's determination, the board of education shall either at or before the next regularly scheduled meeting of the board, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid a substantial threat of unfairness. Such new evidence shall be recorded. The board of education may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the schools case before the hearing officer. The receipt of new evidence is subject to the right of all parties to be present. A

record of any such new or additional evidence shall be made and shall be considered as a part of the record. Based upon evidence presented at the hearing before the hearing officer, such new or additional evidence, the board of education shall make a final disposition on the matter. The board may alter the superintendent's disposition of the case if it finds the decision to be too severe, but it may not impose a more severe sanction.

The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

REQUEST OR WAIVER FOR HEARING

ST. EDWARD PUBLIC SCHOOL

Student's Name: _____

Notice of Possible Disciplinary Action Dated: _____

We have received a copy of the notice of possible disciplinary action and:

_____ **We waive a hearing.**

_____ **We request a hearing.**

The reason for this request is: _____

Student Signature

Parent Signature

Return to: Superintendent of Schools
St. Edward Public School
601 Clark Street
St. Edward, Nebraska 68660

Date Received by Superintendent

Date of Revision: 07-14-14

4090 - STUDENT PRODUCTION OF SERVICES AND MATERIALS

Students may produce services and materials in the schools only when such production furthers such student's educational development.

Costs of services and products produced in school shops and laboratories, for non-school use or consumption, shall be borne by the user or consumer when such costs are over and beyond normal instructional and material costs.

Priorities for availability of services and products for non-school use (such as servicing automobiles in vocational shops) shall be:

1. Pupils of the schools.
2. Adults other than school system employees or board members.
3. School System employees. (Because of the possibility of charges of conflict of interest, this third category should be utilized with great care.)

Date of Revision: 11-11-2013

4100 - DATING VIOLENCE

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

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

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

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

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

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

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Date of Adoption: 05-10-2010

Date of Revision: 10-14-2013

4110 – 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, color, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity 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.

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 Article 10 of 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 that 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 that 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.

Harassment and Bullying Program—Levels:

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.

Date of Adoption: 07-09-2012

Date Reviewed: 07-17-2019

4200 - SPECIAL EDUCATION POLICIES

St. Edward Public Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled. Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education. Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007. Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards. Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation. Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law. Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency. Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services. Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services. Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments. Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities. Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the

nature and extent of special education and related services the child needs, or receiving special education services. Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law. Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law. Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52. Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

Date of Adoption: 07-14-2014

Date of Revision: 07-13-2015

4300 - STUDENT TRANSPORTATION

Resident students living more than four miles from their designated school attendance centers shall be entitled to transportation to and from their attendance center at the expense of the school district.

District resident parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute.

A student may be required, at the Superintendent's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The Superintendent may require the resident parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It shall be within the discretion of the Superintendent to determine such conditions.

Students living outside of the school district boundaries may be provided bus route services. This service will be limited to a distance of no more than 10 miles from the district boundary lines.

Legal Reference: Neb. Statute 79-611

Date of Adoption: 03-09-2015

Date of Revision: 03-14-2016

4310 - BUS TRANSPORTATION

Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Exceptions to regular bus schedules which could include picking up students outside of the school district shall require prior administrative approval.

BUS SCHEDULING AND ROUTING

School bus stops and routes will be determined by the Superintendent and will be based upon efficiency, safety, board policy and applicable state and federal laws and rules. Approved bus routes and schedules will be published within the school district prior to the start of the school year.

Copies of approved bus routes and schedules will be furnished to all administrators and bus/route drivers.

When permanent changes in routing or scheduling of buses become necessary during the school year, such changes should be made in sufficient time to alert all pupils affected before the change is placed in effect. This regulation is not applicable to temporary changes made necessary by the contingencies of weather, construction, or other irregularities interrupting normal service.

Student Pick-Up Points:

1. The normal point of pick-up and delivery shall be the junction of the private drive and the public road.
2. The driver may enter a private drive to pick up a student if the following conditions are met:
 - a. The private drive is at least one tenth (0.1) mile long. There is space for the bus to turn around in the yard. The turn around must be approved by the Superintendent.
 - b. There are elementary students (grade K-3) that are being picked up.
3. The driver may, at his/her discretion, enter a private drive in inclement weather. The safety of the student being the major concern.
4. The driver may, with permission of the administration, enter a private drive for the safety in turning around.
5. The driver may, with permission of the administration, enter a private drive in the case of physical and/or health impairment.

The superintendent will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

Date of Adoption: 03-09-2015

4320 - USE OF SCHOOL BUSES AND VEHICLES

St. Edward Public School may provide transportation for instructional purposes and for school sponsored activities, organizations, and groups. This may include Post Prom activities or Summer Transportation, see Board Policy

A written request is submitted at least two weeks prior to the event using the district's Calendar Request form.

No other organization outside the school district may use school buses or school vehicles unless approved by the majority of the school board members during a regular or special meeting.

Date of Adoption: 03-09-2015

4330 - SAFE PUPIL TRANSPORTATION PLAN**St. Edward Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

The Superintendent shall direct the preparation of a Safe Pupil Transportation Plan which, at a minimum, shall address weapons, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, and driver/passenger procedures in the event of mechanical breakdowns of the vehicle.

The Superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The Superintendent shall monitor the scheduling of in-service and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Vehicle operators shall attend Pupil transportation local workshops and in-service meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicle. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Each pupil transportation vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for pupil transportation vehicles. The superintendent shall develop a systematic preventive maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: 03-09-2015

4332 – SAFE PUPIL TRANSPORTATION PLAN

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. First seek to resolve incident through discussion with the student(s) involved.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch if possible.

4. **Severe weather**- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials**-Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch if possible.
6. **Medical emergencies**- Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.
7. **Procedures in the event of mechanical breakdowns of the vehicle**- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
 - A. Pull vehicle over to safe and secure area if possible
 - B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.
8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
 - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
 - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: 03-09-2015

4340 - EXTRA-CURRICULAR ACTIVITIES TRANSPORTATION POLICY

In an effort to support the importance of punctual behavior and responsibility to team or group members by students, the following transportation regulations have been adopted by St. Edward High School.

When St. Edward Public School provides transportation to school activities, all students participating in a school activity must ride school transportation **to** the school activity.

Students late for departure time to an extra-curricular activity will be left behind and will not be allowed to participate in that activity that day. If a student finds they are going to be late, a phone call should be made **immediately** to the school office or directly to the sponsor. Extenuating circumstances must be approved by the activities director or school administration before a student will be allowed to participate. School personnel will make a reasonable effort to enable the student to attend and/or participate.

When St. Edward Public School provides transportation to school activities, all students participating in a school activity must ride school transportation home **from** the school activity. Students may ride home with parents/legal guardians, if parents/legal guardians identify themselves to the coach/sponsor at the event. Students may ride home **only** with their parents and only **after** the event. Coaches, bus driver, and/or sponsors will have parent signature forms in their possession.

Parents/legal guardians may make arrangements in advance for alternative transportation home from an activity by picking up a special form in the office and by returning the special form to the office **before** the event. The required form must be signed before alternative transportation is permitted. Students will **only** be released to parents/legal guardians at the activity, unless alternative arrangements have been made with the activities director or school administration.

Failure of students to follow this portion of the policy will result in suspension from the next event in that particular activity, and possible school suspension.

Any deviation from the above regulations must be approved by the activities director or school administration.

Date of Adoption: 03-09-2015

Date of Revision: 11-12-18

4350 - SUMMER OR SPECIAL CIRCUMSTANCE TRANSPORTATION

Transportation will be provided for all scheduled extra-curricular activities during the school year as well as class or program field trips. Any exception to this policy would be due to a shortage of vehicles or legally prepared drivers for school owned vehicles.

Coaches, sponsors, and/or teachers may make requests for transportation for events which are unscheduled. This would include days during the school year when school is not in session or days between school years (summer vacation).

Possible events could be, but not limited to the following:

- Workshops or seminars on special topics
- Camps designed for teaching or practice during the off-season
- Coaches clinics
- Educational field trips
- College or professional games
- Lecture or motivational speakers
- Cultural opportunities
- Qualifying events held out of state (FFA, FCCLA)
 - Note: The district will limit student transportation cost to \$280 per student, who qualifies and attends a National Event outside of the state. The Board of Education reserves the rights to amend the policy if the board feels they need to adjust the transportation cost.
- Other

The district will provide transportation to such events under the following circumstances.

1. The school administration approves the event after examining the event to assure safety for students and determines that students will benefit from the experience.
2. A written request is submitted at least a week prior to the event using the district's Calendar Request form.
3. A school owned vehicle that provides adequate capacity for the number of riders is available.
4. If a bus is required, a licensed driver accepts the assignment.
5. If Transportation is contracted through a transportation carrier, the group attending agrees to pay for the expense or the reimbursement to the school district of the contracted services.

Motel or meal costs are not covered by the district as part of this policy.

Date of Adoption: 03-09-2015

Date of Revision: 08-10-2015

4360 - STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Standing authorization shall be granted by the board to school administrators and other student services personnel designated by the superintendent.

No employee shall transport students in private vehicles without insurance coverage in compliance with state law.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance.

Pupils driving or riding vehicles to school shall comply with school regulations for the operation of vehicles and the parking of such vehicles on school property. Pupils shall not operate vehicles on, or in the vicinity of, school property so as to cause disruptions, or damage to, or constitute a threat to the safety of persons or property.

Students driving to school will not be allowed to drive cars during the school day unless permission is granted by the Principal.

Date of Adoption: 03-09-2015

4370 - SPECIAL EDUCATION TRANSPORTATION

The district will provide for the transportation expenses of children with disabilities who are residents of the school district.

NDE document “Supporting Document to Checklist of Required Special Education Policies, Procedures and practices for Part B of the IDEA” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations.html>. Special Education Transportation procedures are on pp. 77-78.

Date of Adoption: 03-09-2015

4400 – NECESSARILY EMPLOYED CHILDREN – WORK PERMIT

In case the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her, the person(s) having legal or actual charge of such child may apply to the superintendent requesting a work permit.

The superintendent or designee may, in his or her discretion, issue a work permit contract allowing such child to be employed.

Legal Reference: Neb. Statute 79-203

Date of Adoption: 09-14-2015

Date of Revision: 03-14-2016

St. Edward High School
Work Permit Contract

The following is an agreement in which students and parents/legal guardians must sign before a student may be eligible for a work permit from St. Edward High School.

The purpose of the work permit is defined under Nebraska State Statute: 79-203 – *In case the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her, the person(s) having legal or actual charge of such child may apply to the superintendent requesting a work permit.*

The following expectations must be met in order to maintain the work permit program.

I _____ agree to the following conditions:
(Print Student Name)

- Students must maintain good attendance to be eligible for a work permit.
- Students must be enrolled in 20 credit hours per semester (4 classes, 5 credits each).
- Students must register for work permit in consecutive periods.
- Students must be on track for passing the required number of credits for graduation.
- Students must be in good academic and behavioral standing in order to be eligible for a work permit. If a student is considered at risk or is consistently failing two or more classes, the student may lose his or her work permit and may be placed in a study hall until the student returns to good academic standing.
- If a student does not act responsibly and engages in conduct or behavior, on or off the job, which reflects poorly on St. Edward Public Schools, they may lose the work permit privilege.
- Students who leave for work must sign out in the office prior to their departure. Once the student has signed out, they are expected to be in attendance at the work site, students should not loiter in the building. (Any exception to this schedule must be approved by the Principal.)
- Students and parents must sign and return this contract to the school office. The student is not eligible for a work permit until the school office has a signed contract on file.
- Students must return their follow up employer verification/evaluation forms to the Guidance Counselor.
- Transportation for work release will be the responsibility of the parent or the student. The school hereby waives responsibility or liability in the transportation of the student who maintains a work permit contract.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Name of Employer/Business: _____ Phone: _____

Employer Signature: _____ Date: _____

High School Principal Signature: _____ Date: _____

4410 – WORK RELEASE PROGRAM

The purpose of the work release program is to expand the educational opportunities. Senior or Junior Students, in good academic standing, may experience on the job work experiences, apprenticeships, or college level courses that are not available at St. Edward High School.

The superintendent or designee may, in his or her discretion, issue a work release contract allowing such child to be employed.

Legal Reference: Neb. Statute 79-203

Date of Adoption: 03-14-2016

St. Edward High School
Work Release Contract

The following is an agreement in which students and parents/legal guardians must sign before a student may participate in the work release program at St. Edward High School.

The purpose of the work release program is to expand the educational opportunities. Senior or Junior Students, in good academic standing, may experience on the job work experiences, apprenticeships, or college level courses that are not available at St. Edward High School.

The following expectations must be met in order to maintain the work release program.

I _____ agree to the following conditions:
(Print Student Name)

- Students must maintain good attendance to be eligible for the work release program.
- Students must be enrolled in 20 credit hours per semester.
- Students must register for work release in consecutive periods.
- Students must be on track for passing the required number of credits for graduation.
- Students must be in good academic and behavioral standing in order to be eligible for the work release program. If a student is considered at risk or is consistently failing two or more classes the student may lose his or her work release and may be placed in a study hall until the student returns to good academic standing.
- If a student does not act responsibly and engages in conduct or behavior, on or off the job, which reflects poorly on St. Edward Public Schools, they may lose the work release privilege.
- Students who leave for work release must sign out in the office prior to their departure. Once students have signed out they are expected to be in attendance at the work site, students should not loiter in the building. (Any exception to this schedule must be approved by the Principal.)
- Students and parents must sign and return this contract to the school guidance office. The student is not eligible for work release until the school office has a signed contract on file.
- Students must create and turn into the Guidance Counselor a letter of application and resume.
- Students must return their follow up employer evaluation forms to the Guidance Counselor.
- Transportation for work release will be the responsibility of the parent or the student. The school hereby waives responsibility or liability in the transportation of the student who participates in the work release program.
- If all expectations are met students will receive 10 credit hours per semester for their work release program.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Name of Employer/Business: _____ Phone: _____

Employer Signature: _____ Date: _____

High School Principal Signature: _____ Date: _____