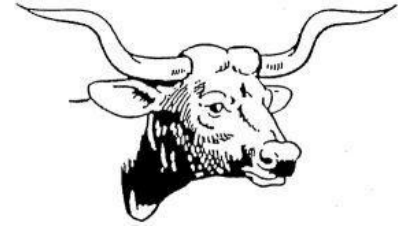


**SHICKLEY PUBLIC SCHOOLS  
DISTRICT #54  
SHICKLEY, NEBRASKA**



**August 2024**

Dear Students and Parents:

The purpose of this handbook is to give students and parents a better understanding of our school and to inform them of the various programs, organizations, and activities that are available.

Portions of this handbook are devoted to a detailed list of expectations, policies, and rules by which all students will be governed. These expectations, policies, and rules have been developed to ensure all students will enjoy the rights and privileges to which they are entitled. Infractions of policies and rules result in a breakdown of an orderly school system and cannot be tolerated. Therefore, it is necessary that all involved know the policies and rules so misunderstandings will be minimal.

We encourage parents to review this handbook with each student. If you have any questions regarding any item, please consult with us at any time.

We are proud of our school and the opportunities it provides. We encourage all students to take full advantage of those opportunities in order to take part in a fuller, more well-rounded education. This well-rounded education is one of the ways we are able to prepare each student for success, but we can only accomplish this through a collaborative effort between the school, students, parents, and community.

We hope everyone enjoys a successful school year.

Dr. Stan Essink  
Superintendent

Mr. Greg Schroeder  
PK-12 Principal

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## **GENERAL SCHOOL INFORMATION**

### **School Mission and Belief Statements**

The mission of Shickley Public School is to prepare students for success. We believe:

- in each student's ability to learn and develop the knowledge, understanding, skills and processes needed for life;
- in fostering the growth and development of each student intellectually, physically, emotionally, and socially;
- in providing a challenging curriculum;
- in providing the most effective educational opportunities through continual improvement at each staff and faculty position;
- in sharing the responsibility of educating our students with the family and community;
- in continuing and strengthening the relationship between the school and the community;
- in providing continual communication with all stakeholders;
- in providing a safe environment where all stakeholders believe success can exist, and is celebrated; and
- in doing what's best for the students.

### **Definition of a Successful Student**

A successful student is a lifelong learner who:

- is creative and innovative;
- is flexible and adaptive;
- is productive and accountable;
- is independent and self-directed;
- is prepared, engaged, and willing to try;
- is self-confident and conscientious;
- can think critically and solve problems;
- can communicate and collaborate;
- can show leadership and responsibility;
- can read and comprehend; and
- can focus and concentrate.

## **THE TEACHING AND SUPPORT STAFF MEMBERS**

Staff for this school year are listed below. Do not hesitate to contact the teachers for help, if needed. The custodians, cooks, bus drivers and secretaries are other people each student will meet from day to day and should be treated with the same respect as teachers.

### **Teaching Staff**

Shandi Bettasso	Counselor/Journalism/CTE	shandi.bettasso@longhornpower.org
Katie Dewees	3 <sup>rd</sup> Grade	katie.dewees@longhornpower.org
Jodi Dickson	4 <sup>th</sup> Grade	jodi.dickson@longhornpower.org
Tori Ehlers	Special Education/Speech Path	tori.ehlers@longhornpower.org
Megan Erickson	PreK	megan.erickson@longhornpower.org
Chanda Essink	7-12 Business	chanda.essink@longhornpower.org
Tanner Hermann	K-12 Physical Education	tanner.herman@longhornpower.org
Drew Kendall	7-12 Science	drew.kendall@longhornpower.org
Caitlin LaFrenz	PreK	caitlin.mosier@longhornpower.org
Sue Loseke	Early Learning Facility	susan.loseke@longhornpower.org
Ally Logston	Early Learning Facility	ally.logston@longhornpower.org
Amanda Menke	Title I/Media Specialist	amanda.menke@longhornpower.org
Caroline Mosier	2 <sup>nd</sup> Grade	caroline.mosier@longhornpower.org
Bethany Neuhart	Language Arts/Tech Coordinator	bethany.neuhart@longhornpower.org
Candi Nelson	1 <sup>st</sup> Grade	candi.nelson@longhornpower.org
Kimberly Nuss	K-12 Art/Elementary Music	kimberly.nuss@longhornpower.org
Zac Schlegel	5 <sup>th</sup> Grade/7th Grade Math	zac.schlegel@longhornpower.org
Jessalyn Schrock	8-12 Agricultural Education	jessalyn.schrock@longhornpower.org
Gwen Schultz	6th Grade	gwen.schultz@longhornpower.org
Scott Shipley	7-12 Social Studies	scott.shipley@longhornpower.org
Rachael Stengel	Kindergarten	rachael.stengel@longhornpower.org
Katherine White	8-12 Math	katherine.white@longhornpower.org
Merissa Zajic	Special Education/SPED Director	merissa.zajic@longhornpower.org
Lacey Wagner	School Nurse	lacey.wagner@longhornpower.org
Judy Lichti	7-12 Music/Band	judy.lichti@longhornpower.org
Holly Schoming	Music Lessons	holly.schoming@longhornpower.org

### **Support Staff**

Kari Jo Alfs	Business Manager/Exec. Asst.	karijo.alfs@longhornpower.org
Angela Chamberlain	Paraprofessional	angela.chamberlain@longhornpower.org
Nicki Howe	Paraprofessional	nicki.howe@longhornpower.org
Tiya Johnson	Office Manager	tiya.johnson@longhornpower.org
Sandi Renken	Paraprofessional	sandi.renken@longhornpower.org
Chloe Stofer	Paraprofessional	chloe.stofer@longhornpower.org
Lori Reinsch	Paraprofessional	lori.reinsch@longhornpower.org
Alexia Dittmer	Paraprofessional	alexia.dittmer@longhornpower.org
Jamie Hajny	Custodial	jamie.hajny@longhornpower.org
Kim Miller	Custodial/Maintenance Dir./Bus Driver	kim.miller@longhornpower.org
John Schlegel	Maintenance	john.schlegel@longhornpower.org
Colleen Strothkamp	Kitchen Director	colleen.strothkamp@longhornpower.org
Marian Reece	Kitchen Staff	marion.reece@longhornpower.org
Pam Spurling	Kitchen Staff	pam.spurling@longhornpower.org
Dan Hendrickson	Bus Driver	
Rex Kennel	Bus Driver	
Tom Swartzendruber	Route Driver	

### **Board of Education**

Randy Noel	Board President
Joe Kamler	Board Vice-President
Ambur Hinrichs	Board Secretary
Cassie Schlegel	Board Treasurer
Jered Kempf	Board Member
Chris Swartzendruber	Board Member

## **SCHOOL HOURS AND SCHEDULES**

All students will have a schedule of this year's classes and the times they will meet. The school day will follow the schedule below, except for on in-service days, when all students will be dismissed at 2:30 P.M. Buses leave at 3:45 p.m. Monday through Friday and at 2:35 p.m. on in-service days. **Students should NOT arrive before 7:45 A.M. and are to be out of the building by 3:45 P.M., unless supervised by a sponsor.**

### **Regular Schedule**

Period 1	8:00-8:48
Period 2	8:50-9:38
Period 3	9:40-10:10
Period 4	10:12-11:00
Period 5	11:02-11:50
Period 6	11:52-12:40
Lunch	12:40-1:10
Period 7	1:12-2:00
Period 8	2:02-2:50
Period 9	2:52-3:40

### **Class Lunch**

<b><u>Class Lunch</u></b>	<b><u>Time</u></b>
Pre-School	11:00
K-3	11:35
4-6	12:10
7-12	12:40

### **Friday Schedule - 2:30 Out**

Period 1	8:00-8:40
Period 2	8:42-9:22
Period 3	9:24-9:44
Period 4	9:46-10:26
Period 5	10:28-11:08
Period 6	11:10-11:50
Period 7	11:52-12:32
Lunch	12:34-1:06
Period 8	1:08-1:48
Period 9	1:50-2:30

### **Class Lunch**

<b><u>Class Lunch</u></b>	<b><u>Time</u></b>
Pre-School/K	11:00/11:05
1-3	11:35
4-6	12:10
7-12	12:44

### **Elementary Schedule**

Route Buses Arrive	7:45 a.m.
Students Allowed Inside	7:50 a.m.
Breakfast, P – 6	8:00 – 8:10 a.m.
School Begins	8:10 a.m.
Pre-School/K Lunch	11:00/11:05 a.m.
1-3 Lunch	11:35 or 11:30
4-6 Lunch	12:10 or 12:05
School Ends	3:30 p.m.

### **Early Out - 1:00 Dismissal**

Period 1	8:00-8:48
Period 2	8:50-9:38
Period 3	9:40-10:09
Period 4	10:11-10:33
Period 5	10:35-10:57
Period 6	10:59-11:21
Period 7	11:23-11:45
Period 8	11:47-12:09
Period 9	12:11-12:33
Lunch	12:35-1:00

### **Class Lunch**

<b><u>Class Lunch</u></b>	<b><u>Time</u></b>
Pre-School	11:00
K-3	11:30
4-6	12:05
7-12	12:35

### **Late Start - 10:00 Start**

Period 1	—
Period 2	—
Period 3	10:00-10:12
Period 4	10:12-11:00
Period 5	11:02-11:50
Period 6	11:52-12:40
Lunch	12:40-1:10
Period 7	1:12-2:00
Period 8	2:02-2:50
Period 9	2:52-3:40

### **Class Lunch**

<b><u>Class Lunch</u></b>	<b><u>Time</u></b>
Pre-School/K	11:00/11:05
1-3	11:35
4-6	12:10
7-12	12:40

### **Junior High and High School**

Routes Buses Arrive	7:45 a.m.
Breakfast	7:45-7:58 a.m.
Period 1 Begins	8:00 (10:00 Late Start)

**School Visitations**

Parents/relatives are encouraged to visit Shickley Public School. The education of each student is a collaborative effort with parents, school, and community. If a parent or relative would like to visit, please call 627-3375 one (1) day prior to the visit.

**School Closings**

In the event that weather prohibits the holding of school, notice will be given through the school OneCall phone system.

**THE CURRICULUM****The Preschool Program**

Shickley Public School offers two years of preschool for all students 3-4 years of age. This program is intended to prepare students for success in kindergarten by helping to develop communication, social, and pre-literacy skills in a classroom setting.

**The Elementary Curriculum**

The K-6 educational program at Shickley Public School is designed to introduce and develop the skills and understandings needed to be successful in each subsequent grade level. All students in grades K-6 are regularly studying the following subjects: Reading, Writing, Mathematics, Science, Social Studies, Art, PE, and Music, as well as spending time in the library working on listening skills and spending time with the counselor working to develop interpersonal skills and other necessary social skills. In grades 3 and 4, students begin studying Keyboarding; in grades 5 and 6, students begin studying Band.

**The Junior High Curriculum**

The junior high curriculum has been developed to expand the student's experiences, as well as prepare each student for success in high school. Students will take courses in the four core areas of English, math, social studies, and science, as well as electives in fine arts and CTE.

**The High School Curriculum**

The high school curriculum has been designed in order to prepare students for success in college and career. The majority of required courses are taken in the 9<sup>th</sup> and 10<sup>th</sup> grades, so students may have additional years to pursue career pathways or study subject areas which meet their interests and needs.

## Graduation Requirements

Shickley Public School students must successfully complete the courses required by the board of education and the Nebraska Department of Education in order to graduate. At minimum, the following credits will be required, in addition to the fluidity of requirements set forth by NDE:

Language Arts	<u>40</u>	credit hours
Science	<u>30</u>	credit hours
Mathematics	<u>30</u>	credit hours
Social Studies	<u>30</u>	credit hours
Physical Education	<u>10</u>	credit hours
Financial Literacy/Personal Finance	<u>5</u>	credit hours
<b>Total Required Hours</b>	<b><u>145</u></b>	<b>credit hours</b>

Total Elective Hours 85 credit hours  
(\*electives must include coursework from College and Career Readiness, CTE, and fine arts)

Total Required Hours for Graduation 230 credit hours

\* In addition to the above listed graduation requirements, students at Shickley Public School are required to complete 10 hours of community service per year. More information on the policy and procedures for this requirement can be found on subsequent pages.

## Academic Expectations

While parents and faculty members are vitally concerned about the grades earned by the students, the primary responsibility for grades earned must rest upon the shoulders of each individual student.

Parents are encouraged to provide an appropriate environment for homework, but are not expected to assist their child(ren) with homework. Parents should discuss with their child(ren) difficulties (s)he is experiencing, and encourage the child to discuss the difficulty with his/her teacher.

Classroom teachers will provide students with late homework policies. These policies may differ from classroom to classroom. It is the expectation of Shickley Public School that students will complete assigned work on time.

While Shickley Public School will pay for dual credit classes for its students, students who fail a dual credit course will reimburse the school the costs incurred from the course. Students who do not complete the course, or withdraw after the free "drop/add" period will reimburse the school for the costs incurred from the course.

## Grading Scale

The Grading Scale is:

A = 93 - 100	(4.0)	Superior
B = 86 - 92	(3.0)	Above Average
C = 77 - 85	(2.0)	Average
D = 70 - 76	(1.0)	Below Average
F = 0 - 69	(0.0)	Failing
I = Incomplete		

**Incompletes:** Incompletes will be given when a student's work for a semester period is not complete. In order to receive proper credit for a reporting period, the work must be completed within two (2) weeks of the end of the reporting period or the grade will change to a failure.

**Alternate Grading:** The alternate grading method is defined as a means of grading students with verified disabilities which are determined by referrals and testing. When the student's level of disability is determined, the student must meet the verified level to receive a passing grade. The student will also receive a mark for EFFORT. Verification of disability must be confirmed prior to students being placed on the Alternate Grading System, as specified in the Individual Education Plan.

**Dual Credit Grade Scale:** Dual credit courses will be set up according to the grading scale set forth by the institution where the student is registered.

### **Report Cards**

Report cards will be issued at the end of each semester. A progress report will be sent after the nine week mark during each semester. Report cards will be distributed within approximately one week following the end of the preceding term. A report card can be sent home with a student grade of "Incomplete". The student will have two weeks after the reporting period turn in the necessary work in order to receive a grade.

### **Honor Roll**

During each semester there will be an All A's, A Average, and A & B honor roll. To be eligible students in grades 7 - 12 must be enrolled in 7 periods.. Grades from all classes completed will count towards honor roll determination.

- All A's Honor Roll - Student has earned an A in every class.
- A Average Honor Roll - Grades from all classes average 93% or more
- A & B Honor Roll - All grades are either an A or a B

### **Class Rank**

A rank in class shall be computed by the Counselor starting with Grade 9. It will be computed for students in Grade 12 at the end of the 7th semester of high school for college placement purposes. The rank in class shall be computed on a grade average basis and will include all classes which students have completed. A final grade average, to be entered on the permanent student record, will be computed at the completion of the Senior Year.

### **Valedictorian and Salutatorian**

Determination of Valedictorian and Salutatorian for each Senior Class will be on the final grade average computation at the end of the Senior Year or the 8th semester. To be eligible for Valedictorian and Salutatorian, the senior must be enrolled in at least 7 periods each semester. All classes completed during each student's high school career will be included in figuring the final grade average at the end of the 8<sup>th</sup> semester. The Valedictorian will be the Senior with the highest grade point average based on the final grade average at the end of the 8th semester. The Salutatorian will be the Senior with the second highest grade average based on the final grade average at the end of the 8th semester. The Cumulative 4.0 Grade Scale Average will be used to determine the Valedictorian and Salutatorian. In the event of a tie on the 4.0 scale, the Cumulative % Grade Scale Average will be used. In addition to the requirements above, a student must have attended the Shickley Public School during the entire eleventh (11) and twelfth (12) grades.

### **High Ability Learners**

Students are recognized as High-Ability Learners if they meet one of three criteria: earning a ranking of the 95<sup>th</sup> percentile or higher for Math, Reading, Language Usage, or Science tests on the MAP assessments; earning a composite score of 25 or above on the ACT Test; earning a Cumulative GPA at the end of their first semester of their 10th grade year of 3.8. Students will be recognized as high-ability at the completion of each round of testing and/or semester. For those who qualify as HAL based on GPA, the student must maintain their 3.8 average to remain eligible at the conclusion of each semester.



Membership on the High-Ability Student Roll is a privilege and is subject to administrative action if necessary.

## **Reports to Parents**

### **PowerSchool**

Parents may monitor their respective student's grades on a constant basis through the PowerSchool web-based Student Information System. This system has an online component such that parents and students may check grades, attendance, lunch balance, etc. Each parent will be assigned a username and password to access their student's information. Direct any questions to the school office.

### **Parent/Teacher Conferences**

Parent/Teacher conferences will be held during the fall and spring and when deemed necessary by the classroom teacher, parent, or administration.

## **College Visits**

The school supports students as they explore their career interests. If requested, the school counselor will contact the college and set up an appointment for the student in advance to verify the visit.

## **Counseling Procedure**

Students desiring an appointment with the school counselor should inform their teacher of the conference prior to missing the class. Conferences will be scheduled for the convenience of all concerned. Students with pressing problems requiring immediate attention may see the counselor at any time. The counselor will serve as the school's Point of Contact for Behavioral Health Services in addition to information provided on the school's website under Student Services.

## **Class Change**

Students will have the opportunity in high school to drop or change any elective class they have enrolled in by the end of the fifth school day of the semester. A student intending to drop a class will meet with the counselor to discuss the appropriate steps. Dual credit drop dates will align with the calendar set forth by the postsecondary institution. Students dropping a dual credit course after the designated date will be responsible for reimbursing the school for the costs of the course. A student intending to drop a class will meet with the counselor to discuss the appropriate steps.

## **After-School Academic Support Program (ASASP)**

The mission of Shickley Public Schools is to educate and motivate all students in a safe, positive learning environment. It is the goal of this after-school support program to provide this environment for students of Shickley Public Schools.

This program provides an opportunity for students who are having difficulty completing homework assignments to get additional help from teachers. Students in grades 3-12, who come to class without completing homework assignments during the normal school day, may be required to attend the ASASP program. A staff member will supervise students. Guidelines for the program are as follows:

1. A student may be assigned to the ASASP because an assignment was turned in late, missing, or failed (and needs to be re-worked). Assignment to ASASP is at the discretion of the classroom teacher, and is not optional once assigned.
2. The student will be required to stay in the ASASP room until 5:00 PM or when work is complete (up to the discretion of the teacher on duty).
3. Students will be required to contact parents during the school day to inform them they will be attending the ASASP program.
4. The ASASP program will be available after school from 3:40 – 5:00 PM Monday through Thursday (unless otherwise noted).

5. Students may also voluntarily attend the ASASP program in order to receive assistance or study in a safe, positive learning environment.
6. If a student fails to attend the ASASP program as assigned, (s)he will receive disciplinary action from the administration.

The goal of the ASASP program is to help students develop good study habits and accountability for their assigned work and to provide a safe, positive learning environment.

### **Community Service Policy and Procedures**

Students must complete a minimum of forty (40) hours of community service in the course of four (4) high school years. (Completing more than forty (40) hours is allowed and encouraged).

- Of the minimum stated above, students are required to complete ten (10) hours of community service in each of their four (4) years of high school.
- Of the 10 hours per year, only 5 may come by way of a school related activity or organization.
- For a student moving into the district, the student will be required to complete ten (10) hours of community service for each year the student attends school in the district.
- For a student who moves into the district after the first day of the school year, the hour requirement will be prorated accordingly.
- Community service hours required as part of a court ruling will not count toward the Shickley Public School requirement.

Students must:

- Obtain advance approval from the guidance counselor or a school administrator for all service experiences except those sponsored by the organizations listed in the approved community service organization file located in the counselor's office.
- Obtain a time card from the school counselor before completing the service.
- Ask the site supervisor to sign the timecard after each session worked.
- Return the timecard to the school counselor to be placed in the student's community service file so the file may be updated.
- Arrange his/her own service experiences not involving activities sponsored by the organizations listed in the approved community service organization file.

To be considered community service, a student may receive *no* compensation and must be outside of the times school is in session.

### **STUDENT ATTENDANCE**

Shickley Public School is committed to the philosophy that all students should attend school every day. Nebraska School Laws require attendance of all pupils ages 7 to 18. It is the parent's responsibility to ensure this requirement is met. (For more information, see SBP # 503.01)

Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school. Experience has shown that a small percentage of students are habitually absent from school. Many times these students are absent for little, or invalid, reason. These absences are disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and need special attention.

The primary responsibility for attendance lies with the students and parents/guardians. However, if that responsibility is not assumed by the students and parents, the school will do everything possible to enforce the attendance laws of the State of Nebraska. Parents are asked to cooperate with the school to reduce the number of absences to a minimum. Parents are encouraged to make appointments and other engagements so that they do not interfere with the school day. It is critical for both students and parents

to understand that students miss an essential portion of their education when they are absent from class.

Absenteeism on the part of students will be excused only for sickness of the student, or for a reason considered by the Administration to be of an emergency nature. Absences for beauty appointments, shopping trips, or like reasons will not be considered as excused absences. Students may be excused from classes, with work made up before the absence, for attendance events and competitions in which the student has participated in the current year.

Factors considered in granting an excused absence for these events and competitions will include academic standing and attendance. If an immediate family member is participating, the Administration has the authority to allow students to attend an activity. This holds true for all other activities that occur during the normal school day.

An unexcused absence is defined as an absence that is not excused by the Administration. **Only the Administration has the authority to excuse absences.** For each unexcused absence, a student may receive 0's for work not done or due the day of the unexcused absence. In certain cases, such as truancy, detention may be assigned at the discretion of the Administration.

### **Attendance Policy**

1. Excessive absenteeism is defined as more than ten (10) absences per semester for each individual class period for any reason other than school sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present.
2. A student who is absent more than ten (10) times from any class in a semester will receive an unexcused absence for each absence thereafter. Special consideration will be given to those absences due to extended illness or hospitalization, and will require a doctor's note for excusal.
3. All absences shall count towards the ten (10) day limit, except those that are due to school sponsored activities.
4. There will be no differentiation made between excused and unexcused absences.
5. Four (4) tardies to a class per semester shall be counted as one class absence. Each additional tardy will count as one class absence.
6. All students who are tardy first period must report to the Principal's office upon arrival to school.

### **Academic Consequences for Excessive Absenteeism**

If a student has ten (10) or more absences from a class, the student must make up time missed for each period to be eligible to receive credit. The student will have 2 weeks to make up this time, similar to an Incomplete grade. Determination for the awarding of credit for the semester will be made by the administration and the teacher.

### **Parent Notification**

The school will notify a student and his/her parent/guardian when the student has accumulated five absences in a semester. The parents may also be requested to meet with the Principal to discuss the attendance problem. A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.

A second notification to the parent/guardian will be made after eight absences. This will notify the parent/guardian of their child's attendance situation.

### **Absence Notification**

Parents are required to call the school at 627-3375 between 7:30 am and 9:00 am daily to notify the school of any student's absence. If the student will be arriving prior to 9:00 am, a phone call by the

parent/guardian must be made prior to his/her arrival. Parents of any students absent and unaccounted for will be called by the school office.

If a verifying phone call has not been made, the student must present a signed note stating the reason for the absence and date of absence upon return to school. Absences, which have not been verified by phone or note, will be considered unexcused and addressed accordingly.

### **Absence Review**

After 8 absences for a student, the administration will review the attendance record of the student and the nature of the absences. Special consideration will be given to those absences because of severe illness or hospitalization.

### **Student Release during School**

Students are allowed to leave the school building during school hours, only with prior authorization from their parents, unless the parent appears personally at the school office to arrange for the release of the student during school hours, or with the permission of the principal.

### **Work Missed While Absent**

If a student's absence is planned, the student must have a make-up slip completed and turned in to the sponsor or office. In order to miss school, the student is agreeing to complete all assignments **before** the day of the absence. It is understood that all work must be made up before the student may be gone for a planned absence. If a student is ill he/she will be allowed one day to make up work for each day's absence. If a student misses for any other reason, work is due when he/she returns. The classroom teacher determines the definition of completed work.

### **Closed Campus**

Shickley Public School operates under a closed campus plan. Students may leave school to eat lunch with an immediate family member or may walk home to eat, provided they return to school before the next period and sign in/out in the office, but prior notification to the administration is required. Motor vehicles that are driven to school will remain parked the entire day. Students must have permission from the administration to drive their cars during the school day. Students are not allowed to sit in or on cars during noon break.

### **Leaving the Building**

Any student leaving the school building for any reason must sign out with the front office, unless he/she is leaving as part of a school activity. For example, if a parent is picking up a student, the student must sign out, or if a student is leaving for lunch, he/she must sign out.

### **Telephone Use**

Students will not be called from classes to the telephone except in cases of emergency. The office will see that messages are delivered to the students. The school phone is a business phone. Students need to obtain permission from the principal's office to make calls.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Due Process Rights**

Student complaints and grievances regarding policies, regulations, expectations, and other matters should be addressed to the student's specific teachers, activity sponsor, or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the school to resolve student complaints at the lowest organizational level, which is first and foremost between the student and his or her teacher, sponsor, or other certified employee.

If the complaint cannot be resolved by a certificated employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal. (For more information, see SBP #504.01)

### **Student Conduct**

Inappropriate student conduct causes serious disruption to the learning environment; interferes with the rights of others; and threatens the health and safety of students, employees, and the public.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the district.

Students who fail to meet the expectations set forth in this policy will be subject to measures including, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Below are a few examples of expected behavior, with other examples to follow in this handbook:

- Students will be allowed to eat only in the cafeteria.
- The use of profanity on school property or at a school activity is forbidden.
- Running in the hallways during the school day is not allowed.
- Courtesy toward all people is necessary for a positive learning climate.

### **Staff Conduct with Students**

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the administration whenever they are unsure whether particular conduct may constitute a violation of board policy.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violated board policy. (For more information, see SBP #402.15)

### **Bus Behavior and Use**

Buses or vans will be used for transportation of students to activities away from school. Students going to activities out of town on the bus will return the same way unless their parents/guardians have provided a written request, asking that the student be allowed to return with the parent(s)/guardian(s) or grandparent(s). Transportation to or from games by someone who is not a parent/guardian or grandparent requires prior administrative approval. Clearance can only be given through the administration or sponsor. Bus drivers are not allowed to excuse a student from riding the bus.

1. Students will be seated except to get on and off the bus.
2. Arms, heads and legs are to be kept inside the bus windows.
3. Conversation will be in an appropriate language and at an appropriate volume.
4. Trash will be put in an appropriate place (not out windows).
5. Students will follow all instructions given by the bus driver.

### **Dress Expectations**

As young adults, we assume students understand proper dress. In those instances where students make an error in judgment concerning dress and/or whose clothing distracts from the education process, they will be asked to report to the principal's office to discuss the situation and for appropriate action to be taken. Examples of inappropriate dress are as follows: midriff blouses, mesh shirts, hats, clothing

advertising alcohol or tobacco, guns or violence, profanity or insinuations of the same, low rise jeans exposing inappropriate physical areas or clothing. Final decisions regarding appropriate attire will rest with the administration.

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of expectations for attire deemed appropriate by administration:

**Pants:**

- Shall be worn and fastened at the waist – no sagging.
- Shall be buttoned and zipped at all times.

**Shorts/Skirts:**

- Shall be at least mid-thigh in length
- Shall be fastened at all times
- Students must understand that just because a pair of shorts or a skirt is in style does not mean it is appropriate for school.

**Shirts and Blouses:**

- Shall be appropriately fastened in accord with the design of the apparel.
- Shall extend beyond the waist level.
- Shall be neither transparent, see-through, bare midriff, strapless, low-cut, or tops nor outfits designed to provide minimum or provocative coverage.
- Shall not be cut-off or cut-out at the sleeves, the top or bottom hem.
- Shall be neither thin/spaghetti straps, halters, backless dresses or tops, tube tops, nor any other distracting clothing.
- Prom is an exception to this rule.

**Accessories:**

- Sunglasses are unacceptable.
- Undergarments should never be worn as outer garments
- Hats, caps, inappropriate necklaces, chains, or eyewear are prohibited unless approved by the administration for a special function.
- Failure to comply with the directive or a violation of the policy on a repeated basis will result in disciplinary action as determined appropriate by the school administration.
- This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping. However, if the presence of jewelry on the ear poses a distraction for whatever reason, the student will be required to remove the jewelry while at school.

**Emblems, Insignias, Badges, or Symbols**

- Apparel that promotes the use of alcohol, drugs, tobacco or any other illegal activity is prohibited.
- Apparel that may be gang or cult related is prohibited.
- Clothing with slogans or advertising that is controversial or of an obscene nature as determined by the administration is prohibited.

**Consequences for Failure to Meet Dress Expectations**

All violations of the dress code will follow the Student Discipline procedure as prescribed in the student handbook, with consequences left to administrative discretion. Possible consequences include, but are not limited to:

**First offense:** Verbal warning, parent contact and removal from class until appropriate clothing is secured.

**Second Offense:** Immediate detention, parent contact and appropriate clothing secured.

**Third Offense:** Immediate detention, parent meeting and appropriate clothing brought by the parent.

**Subsequent offenses:** Suspension and/or other consequence at administrative discretion.

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

### **Care of School Property and Vandalism**

Students who willfully cause damage to school property, equipment, or other instructional materials will be held responsible for their replacement cost. If damage is done to school property or if any items are stolen from the school, the cost of replacing those items will be deducted from the class funds of the students if the administration is unable to determine who is responsible for the destruction or theft.

### **Student Lockers and Book Bags**

Each student in grades 5-12 will be provided with a locker to keep books, clothing, and valuables. In some cases, lockers may be shared. Lockers are to be kept neat and the door closed. Periodic checks may be made of lockers.

Students will be permitted to carry book and computer bags to classes. It is the responsibility of the students to ensure the bag does not become a problem for safety in the classroom. It is the administration's expectation for students to bring their book bags and computers home on a nightly basis. There should not be book bags (or duffel bags) stored overnight on the hooks in the hallways.

### **Searches by Administration**

Administrators may search lockers, students, book bags, etc. as well as motor vehicles parked on school property or within the drug free zone. Periodic searches may also be conducted by the police canine unit during school and after school hours. Personal items left unattended on school property may also be searched by school personnel.

### **Weapons**

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students knowingly bringing firearms to school or possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to

recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. (For more information, refer to SBP # 504.11)

### **Cell Phones and Electronic Devices**

Cell phones and other electronic devices are not a necessary component of the educational process, but they are a common tool students can expect to use throughout their lives. As such, in an effort to prepare students for their futures, Shickley Public Schools will grant the privilege of students to have access to their cell/smart phones during the regular school hours at specified times of the day. Students are not allowed to use cell/smart phones, or other electronic devices (ear buds, smart watches/devices, i-pods, portable DVD players, etc.) while in class. Upon entry to class, cell phones should be placed in a classroom provided container, student’s locker or book bag. Once the tardy bell rings, students are expected to be in their seats and ready for class to begin. During class, a teacher and/or administrator may give students permission to retrieve their device for academic purposes. Before school, after school, and during lunch time, students may use their electronic devices, as long as their education and their attendance are not affected by this use. Students who use their cell/smart phone or other electronic device inappropriately or outside of specified use times during regular school hours without teacher/administration permission will be subject to the following consequences:

**First Offense:** At least a one day confiscation and the student may retrieve items the following school day.

**Second Offense:** A parent/guardian will need to retrieve items from the administration after at least one day of confiscation.

**Third and Subsequent Offenses:** The student can retrieve items at the end of the semester.

Exceptions to phone and electronic access may be allowable in cases of emergency, medical conditions requiring such devices, as part of the stipulations of an IEP, or other situations. The administration will determine when exceptions are allowable.

### **Smoking, Drinking, or Drugs**

#### **A Drug-Free School**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto.

The District’s safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention**

Drug and Alcohol Use and Prevention: By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school’s activities.

### **Student Use of Alcohol, Drugs, Tobacco & Nicotine Delivery Systems**

Shickley School has established a drug abuse policy to provide a drug and alcohol-free school environment for its students that helps ensure the highest possible standards of learning, safety, health and well-being for our students. Thus, the purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that the use, possession, distribution, or being under the influence of illegal drugs will not be tolerated in school, on school property, or during



school-related functions. It is important for any reader to understand that the use of the word "drug" includes alcohol, tobacco & nicotine delivery systems. The only drugs permitted are prescription medications used appropriately. Shickley Public School recognizes that the illegal use and misuse of alcohol, drugs, and tobacco is a common problem in our community and society. The school further recognizes that any and all use of these substances is prohibited to minors by the laws of the State of Nebraska.

**It shall be the policy of Shickley Public Schools to:**

- a. Educate the students about the dangers and consequences of the use of alcohol, drugs, nicotine delivery systems and tobacco.
- b. Encourage the students to live in accordance with the laws of the state concerning alcohol, drugs, nicotine delivery systems and tobacco.
- c. Develop the life skills that will prepare students to better handle the social pressures that prevail.
- d. Provide help and guidance for alcohol and chemically-dependent students.
- e. Continue to provide, without penalties, assistance to any student voluntarily seeking alcohol and drug treatment or advice.
- f. Establish and enforce rules prohibiting the use of alcohol, drugs, nicotine delivery systems and tobacco for all students

The following rules and guidelines are provided to give teachers, parents, and students a process for governing students' misuse of alcohol, drugs and tobacco. These rules and guidelines pertain to the school year and school related functions.

**RULE: IT SHALL BE UNLAWFUL FOR A STUDENT TO USE TOBACCO, NICOTINE DELIVERY SYSTEMS, DRUGS (OTHER THAN PRESCRIBED BY A PHYSICIAN) OR ALCOHOLIC BEVERAGES.**

Use shall be defined as:

- a. *Consumption*
- b. *Possession* shall mean "on the person" or "on property owned and/or used by the person".
- c. *Intoxication* evidenced by abnormal and/or disruptive behavior.
- d. *Physical presence in a situation* in which alcohol or drugs were being used or illegally possessed.

For the purpose of this policy and handbook, "nicotine delivery systems" is defined as any electronic, mechanical, or any other device intended or designed for the delivery or ingestion of nicotine, vaping products, or other substances.

**Violations**

**Class I Violations**

Alcohol/Drugs/Tobacco - The possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in or at any school function or activity.

The following procedures will be used in dealing with Class I violations:

- Notify the administration
- The administration will verify the incident with parties involved
- Discuss concerns with the student
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference
- The principal will administer an out-of-school suspension for five (5) days in compliance with student due process procedures
- The principal will notify the parents/guardian, in writing, of the suspension

**Waiver of five (5) day suspension:**

Shickley Schools strongly recommend that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident such early intervention can benefit the student before significant harm or dependency results. Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs according to school guidelines. Fees, transportation, etc. for this assessment and treatment are the responsibility of the student and parents.

**First Violation:**

For a first offender, the out-of-school suspension of a student who agrees to be evaluated and treated will be commuted; however, a 5-day in-school suspension will be required. The student and parents will be responsible for contacting the agency.

- Upon proper authorization, the agency will notify the school, and out-of-school suspension will be commuted at that time.

**Second Violation:**

**Option A:** Long-term suspension

**Option B:** A five (5) day out-of-school suspension and participation in a school-approved rehabilitation/counseling program.

**Subsequent Violations:**

Subsequent violations will be handled in the same manner, with the exception that expulsion will be recommended.

**Class II Violations**

Drugs/Alcohol/Tobacco - Physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed. The following procedures will be used in dealing with Class II violations:

- Notify the administration of the incident
- The administration will verify the incident with parties involved
- Discuss concerns with students
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference, if needed
- The principal will suspend the student with an in-school suspension for one (1) school day in compliance with student due process procedures
- The principal will arrange an in-school counseling session for the student

**Subsequent Violations:**

- The in-school suspension is for a period not more than three (3) days
- The principal may recommend an out-of-school suspension or participation in a school-approved rehabilitation counseling program.

**Searches, Seizures, and Arrests**

The Administration of Shickley Public Schools may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation, or law has been violated.

Possession of any illegal, unauthorized or contraband materials discovered in the search will be grounds for disciplinary action, including suspension or expulsion, and may be reported to local law enforcement officials. These materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school grounds or property. (For more information, see SBP # 504.16)

## **Release of Student Information**

It is the practice of Shickley Public School not to release the names and/or addresses of its students to outside individuals or organizations. The school is required by law to provide the above information to various U.S. military organizations. However, to insure student privacy, Shickley Public School will not release the names and/or addresses of its students to any organization outside the United States military.

## **Questioning/Interviewing of Students by Non-school Personnel**

1. No contact with students will be permitted by law enforcement officials, insurance investigators, attorneys, probation personnel without parental consent or a warrant or the attempt to notify.
2. When a warrant is produced for the arrest of a student, immediate and extensive attempts shall be made to notify the parents of the student for whom the warrant has been issued.
3. No student records shall be produced without a court subpoena or parental/student (18 or over) consent.
4. When a crime has been committed on school premises, pupils may be questioned by the above authorities in the school. All reasonable efforts to contact parents/guardians will be made so that they have the option to be present and/or participate before students are questioned by non-school personnel.
5. Students may be interviewed by social services without parental consent based on the judgment of the administration and how it relates to each set of circumstances.

## **Sexual Harassment Policy**

It shall be the policy of the Shickley Public School to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the district has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or their designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any person violating this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

### **Definition:**

1. Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
2. Sexual harassment must involve issues of sexuality.
3. Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience.
4. Sexual harassment is a violation of a policy of the Shickley Public School.
5. Sexual harassment is a violation of law: Title IX, Title VII, and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.

### **The following acts are specifically prohibited by this policy:**

- Unwelcome advances, request for sexual favors, verbal or physical conduct of a sexual nature, submission to which rejection of which by any employee of the District is used as a basis for any educative decision(s) pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor,
- Conduct of a sexual nature by an employee or employees directed against a student which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
- Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student or school employee and which conduct

has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

### **Dating Violence Prevention**

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

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

### **Inappropriate Display of Physical Affection**

The inappropriate display of physical affection among students is not allowed on school grounds. The educational learning environment of the Shickley Public School is not a place for students to show physical affection towards one another (hugging, kissing, etc.). These acts of affection are embarrassing to school personnel and other students. If these actions are witnessed by school personnel, the school discipline policy will be enforced.

### **Bullying and Bullying Prevention**

Bullying has a negative impact on student health, welfare, safety, and the school's learning environment. Bullying is defined as aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. Bullying taking place on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee; at a designated school bus stop; at a school-sponsored activities or school-sponsored events; or through the use of school-owned equipment is not acceptable and will result in consequences for the bully's actions.

Bullying occurs in many different forms. Four of the most common forms of bullying are:

**Physical Bullying:** Hitting or Punching

**Verbal Bullying:** Teasing or Name Calling

**Non-Verbal Bullying:** Intimidating someone through gestures or social exclusion

**Cyber Bullying:** Sending mean, vulgar, or threatening messages/images; posting sensitive, private information about another; pretending to be someone in order to make another look bad; intentionally excluding someone from an online group; hacking into cell phones and sharing information found there.

This list is only intended to provide examples, and is not an exhaustive list of the types of bullying which may occur.

Bullying may constitute grounds for short-term or long-term suspension, expulsion, or mandatory reassignment. (For more information, see SBP #504.20)

### **STUDENT TECHNOLOGY USAGE**

It shall be the policy of District #54, Shickley Public School, to provide educational and curriculum related opportunities to the students of the district by providing telecomputing services (internet) by the school district to the students of the district. The district by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the Internet, be the policy of this district to revoke the privilege of any user who misuses the

Internet by engaging in activities not related to the educational purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks against an individual, for engaging in non-educative or non-curricular related conversations, including chat rooms and social networks.

Additionally, to the extent that it can be reasonably determined by the administration what fees, if any, have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

### **Acceptable Use of Computers, Technology and the Internet**

The use of computers, technology and the internet are provided to students only for limited educational purposes. All district electronic resources must be used in a responsible, efficient, ethical, and legal manner. VPNs, proxies, or other means of circumventing school filtering is unacceptable. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action and/or legal action.

### **Privileges**

The use of the district's electronic networks and equipment is a privilege, not a right. The principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

### **Oversight**

Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or reached through the site. Teachers will assist their students in developing the skills to ascertain the validity of information, distinguish fact from opinion, and engage in discussions about controversial issues, tolerance, and respect for divergent views.

### **Artificial Intelligence**

Artificial Intelligence is a growing technology that is accessible to students. Shickley Public School embraces new technology as it prepares students for future success. While new technologies are beneficial, they also present challenges. Artificial Intelligence takes information from numerous sources leaving it vulnerable ethically, to bias and misinformation, and to the potential of plagiarism when used for school assignments. Shickley Public School promotes using Artificial Intelligence in an Ethical, Resourceful, and Safe manner that does not compromise the integrity of student learning.

### **Unacceptable Use of Computers, Technology and the Internet**

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused;
- Downloading copyrighted material for other than personal use;
- Commercial or for-profit uses;
- Wastefully using resources, such as file space;
- Destroying, modifying, or abusing hardware or software;
- Gaining unauthorized access to resources, files, passwords, or other users' accounts;
- Revealing the personal addresses or telephone numbers of students or staff;

- Invading the privacy of individuals;
- Disrupting the work of others;
- Posting material authorized or created by another without his/her consent;
- Impersonation of another user, anonymity, and pseudonyms;
- Sending or accessing encrypted information;
- Commercial or private advertising, or political lobbying;
- Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material; or
- Using or attempting to use the resources while access privileges are suspended or revoked.

In return for the use of a computer at Shickley Public School, students will:

1. Treat the equipment with care and respect and may be responsible for any damage the student may cause.
2. Do nothing that will in any way cause damage to the programs or the server.
3. Not visit sites on the Internet that are inappropriate for a public school situation (as listed above in policy for Internet users).
4. No chat-lines unless the teacher assigned.

### **Consequences:**

**1<sup>st</sup> Offense:** Parent notification and 14 calendar days of no computers.

**2<sup>nd</sup> Offense:** Parent notification and 30 calendar days of no computers. Days will carry over to next school year.

**3<sup>rd</sup> Offense:** Student forfeits the right to use computers for the remainder of the school year. This penalty could extend to the next 9 weeks of next school year.

During a student's consequence, papers due to teachers will either have to be done on computers outside of Shickley Public School. The Administration reserves the right to amend the consequences with the severity of the offense.

## **1:1 Learning Environment Responsibilities and Expectations**

### **Student Responsibilities and Expectations**

Your laptop should be used for EDUCATIONAL PURPOSES ONLY. In order for you to use the laptop and to take it home, you must be willing to accept the following terms and responsibilities. You will:

- Read the Student Computer Use Agreement, the Computer Loan Agreement, and the Loss/Damage Protection Form; discuss them with your parent/guardian; and return the completed forms;
- Adhere to the terms of the Shickley Public Schools Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school;
- Recharge the laptop nightly and begin the school day with a fully charged battery;
- Bring the laptop to school each day and keep it in your locker when not using it for class;
- Make the laptop available for inspection by an administrator or other staff member upon request;
- Use appropriate language in all communications;
- Abide by copyright laws;
- Report loss/theft of laptop to parents, school, and proper authorities (police) within 24 hours;
- Report all problems or damage immediately to the Technology Coordinator; and
- Regularly backup your files.

You will not:

- Use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information;

- Give out personal information such as name, address, photo, or other identifying information online;
- Use the laptop to record (audio or visual) others without their permission;
- Download or attempt to install any programs or files from the Internet or other sources;
- Change or attempt to change the configuration of, install, or remove software or hardware;
- Attempt to repair, alter, or make additions to the laptop; or
- Remove, or attempt to remove, identification tags on the laptop or deface with stickers, marking pens, etc.

### **Parent Responsibilities and Expectations**

Your child has been loaned a laptop computer to improve and personalize his/her education. It is essential that the Shickley Public Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. In order for your child to use the laptop in class and to take it home you must be willing to accept the following terms and responsibilities. You will:

- Read the Student Computer Use Agreement, the Computer Loan Agreement, and the Loss/Damage Protection Form; discuss them with your student; and return the completed forms;
- Supervise your child's use of the laptop at home;
- Make sure your child charges the laptop nightly and begins the school day with a fully charged battery;
- Make sure your child brings the laptop to school each day and keeps it locked in their locker when not using it for class;
- Discuss appropriate use of the Internet and supervise your child's use of the Internet;
- Report any problems or damage to the laptop to the Technology Coordinator;
- Report loss/theft of laptop to school and proper authorities (police) within 24 hours;
- Agree to make sure that the laptop is returned to the school when requested and upon my son/daughter's withdrawal from Shickley Public Schools.

You will not:

- Attempt to repair the laptop;
- Change or attempt to change the configuration of software or hardware;
- Download or attempt to install any programs or files from the Internet or other sources; or
- Remove any program or files on the laptop except for personal documents of your child.

### **STUDENT FEES**

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

### **Definitions**

**Extracurricular activities** means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.

## **Fees Authorized**

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

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Transportation pursuant to Neb. Rev. Stat. §§ 79-241, 79-605, and 79-611;
4. Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2,104;
5. Reimbursement to the district for school district property lost or damaged by the student;
6. Before,-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. § 79-1104;
7. Summer school or night school; if not otherwise prohibited by IDEA, ADA or Section 504;
8. Breakfast and lunch programs;
9. Any other fee authorized by law.

## **Personal and Consumable Items:**

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

Students may be required to furnish the following personal or consumable items for the following courses and activities:

Personal headphones

Miscellaneous music items – reeds, oil, etc.

Ag Ed classes – welding gloves, coveralls, FFA jackets, project materials including, but not limited to metal, wood, screws, bolts, nuts, paint, etc., and other incidental costs.

Miscellaneous athletic activity items – shoes, socks, support clothing, etc.

## **Musical Instruments and Activities**

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

## **Non-Music Extra-Curricular Activities**

Students shall be required to pay the following fees for the following non-music extracurricular activities:

FFA, FBLA and Class – dues

Prom – dues and fees

## **Student Record Copy Charges**

No fee shall be charged to students, their parent(s), and/or the guardian(s) for copies of a student's files or records provided pursuant to Neb. Rev. Stat. § 79-2,104.

## **Early Learning Facility**

Childcare is offered for a charge through the Early Learning Facility for children ages 6 weeks to 3 years. Program information and guidelines are available in the Shickley Public School ELF Handbook.

## **Shickley Preschool**

The Shickley Public School Preschool program is offered to the following eligible students at no charge. Enrollment capacity is prioritized by:



- students who are required by law to attend preschool program (students with IEPs)
- residents who are 4 or turning 5 (year before K)
- residents students who are 3 or turning 4
- non residents students who are 4 or turning 5 with intention to opt into the district

Except for those students with IEPs, the district does not offer kindergarten eligible students access to preschool.

**Breakfast and Lunch Program**

Following is a schedule of fees required for the lunch program offered:

<b>PK-6 Breakfast:</b>	\$1.80
<b>7-12 Breakfast:</b>	\$1.90
<b>Adult Breakfast:</b>	\$2.80
<b>Extra Breakfast:</b>	\$0.75
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<b>PK-6 Lunch</b>	\$2.80
<b>7-12 Lunch:</b>	\$3.10
<b>Adult Lunch:</b>	\$4.80
<b>Extra Main Dish:</b>	\$1.00
<b>Extra Bread/Cookie:</b>	\$0.50
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<b>Extra Milk:</b>	\$0.50

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity employer.

**Other Items**

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

**Graduation Items**

Fees may be required for caps, gowns, and flowers associated with graduation.

**Public Hearing**

On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following a review

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

### **Student Fee Fund**

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from:

1. Participation in extracurricular activities.
2. Summer school or night school.

No other money shall be deposited in the student fee fund whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

### **Fee Waiver**

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Specialized equipment or specialized attire for participation in extracurricular activities;
4. "Course Project Materials" as provided in the same titled paragraph above;
5. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Students who **do not** qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs whose families are experiencing a temporary financial difficulty due to such factors including but not necessarily limited to illness in the family, unusual expenses such as fire, flood, storm damage, etc, seasonal employment, or emergency situations may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's Office for a waiver form. The Superintendent or his/her designee shall determine whether the fee waiver should be granted in whole or in part, and the student's parent(s) or guardians shall be notified of the decision in a prompt manner. This waiver does not carry over from year to year and must be completed annually.

Fee waivers may also be authorized by the Superintendent on the basis of superior academic achievement, service to the school district (including but not limited to tutorial assistance to other students, assistance before or after school to teacher or other school personnel, or general community service), or meritorious accomplishment.

### **Penalties**

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

## **Fundraising**

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and share equally in whatever funds are raised. In addition, each student is expected to participate in class fundraising efforts.

Failure to participate in fundraising activities will result in consequences and/or fees as determined by the class sponsor, activity sponsor, or administration.

## **Severability Clause**

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

## **STUDENT DISCIPLINE**

Students are expected to conduct themselves in an acceptable manner, be considerate of others rights, demonstrate respect towards teachers and administrators, and make the best use of the opportunities available to them.

Teachers have the responsibility to maintain classroom discipline. If a student discipline problem remains persistent, a conference with the student and his/her parents to try and resolve the problem should be arranged by the teacher. The administration may be called upon for assistance if discipline problems continue.

## **Cheating and Plagiarism**

Cheating is defined as “the act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.” Some examples might include but are not limited to:

- Copying a portion of another student’s work
- Copying from another student’s test or homework.
- Allowing another student to copy from your test or homework.
- Using materials such as textbooks, notes, or formula lists during a test without the professor’s permission.
- Submitting work that is not authentically created by the student.

Plagiarism is defined as “the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator.” Some examples might include but are not limited to:

- Downloading a paper from a “paper mill”
- Submitting another student’s work
- Copying a portion of another’s work without citing it
- Changing a few words but keeping the majority of the work word-for-word
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation
- Submitting a paper that had been submitted for a previous class without the instructor’s approval.

Cheating and plagiarism are serious offenses. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Shickley Public Schools students for the future, we have established the following guidelines and penalties:

- **First Offense:** The teacher documents the incident and contacts the parent. The student earns "0" credit for the assignment. The teacher will discuss the assignment with the student and the student will redo the assignment. If the student does redo the assignment. The student cannot get higher than a 70% on the redo assignment.
- **Second Offense:** The teacher documents the incident and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment. The teacher will discuss the assignment with the student and the student will redo the assignment. The student cannot get higher than a 70% on the redo assignment. The student will serve a detention.
- **Third Offense:** The teacher documents the incident and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment and the principal will assign one day of in-school suspension. The student will be prohibited from participation in all school and extracurricular activities and organizations for 14 days following the offense.
- **Fourth Offense:** The teacher documents the incident and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment. The student will be assigned 3 days of In-School Suspension. The student will be suspended from all school activities, extracurricular activities, and student organizations for one calendar year.
- **Additional offenses** will result in appropriate notifications or administration and parents, "0" credit for the assignment, and disciplinary action of administrative discretion.

Students need to recognize that a documented case of plagiarism or cheating on their record will prevent them from being inducted into the National Honor Society and could expel them from the National Honor Society.

### **Detention**

The staff members of the Shickley Public School are allowed to keep students after school hours when necessary. Membership on athletic squads or participation in other extracurricular activities is not an excuse from disciplinary penalty time assignment. If a student who rides the bus must remain after school because of disciplinary reasons, the parents are to be informed so that the student is not left without means of transportation home. If the parent cannot be notified by telephone, a note may be sent home and the student retained the following night.

### **Disciplinary Procedure and Consequences**

When the need arises for a student to be disciplined, he/she will receive a discipline notice completed by the Principal, which will then be signed by the student, with a copy to be placed in the student file, and a copy to be sent home to the parents. The form will indicate the reason for notice, action taken prior to this notice, and the present action.

**1<sup>st</sup> Infraction:** One half (1/2) hour of detention immediately after school. Students in 7<sup>th</sup> or 8<sup>th</sup> grades who receive detention time with the Principal, will be suspended from that day's practice or game.

**2<sup>nd</sup> Infraction:** One (1) hour of detention immediately after school.

**3<sup>rd</sup> Infraction:** Three (3) days of in-school suspension with suspension from all extracurricular activities (practice and contests) while in suspension.

**4<sup>th</sup> Infraction:** Three (3) days of in-school suspension or short-term suspension from school, not to exceed five (5) days.

### **Step 5: Expulsion**

#### **Short-Term Suspension**

The Superintendent of Schools and/or the Principal shall have the authority to suspend any student from the Shickley Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law.

#### **Suspension from School**

A pupil may be disciplined or suspended from school by the principal or superintendent on the basis of evidence that strongly indicates that the pupil has committed any of the following offenses while attending school or in some cases, when a student is not in school, such as weekends, evenings, or late nights, participating in or attending an activity sponsored by the school.

- Possession or use of tobacco and/or nicotine delivery systems on school property or at school sponsored activities.
- Possession or use of a controlled substance or alcoholic beverage on school property, during school hours, or at school sponsored activities.
- Insubordination - refusal to comply with reasonable standards of behavior established by teachers or the administration.
- Use of abusive or profane language.
- Vandalism or defacing of property belonging to the school district, district employees, or to students during the school day, during non-school days (weekends, etc.), during the evening or night time or during the summer months.
- Fighting
- Unsportsmanlike conduct involving visiting schools, spectators, representatives, or officials of school contests, and his or her own teams.
- Theft or pilferage of property belonging to the school district, the staff, students, or schools being visited by our students.
- Gambling
- Oral, written, or gestures of obscenity.
- Gross disrespect of teachers, school administrators, or other employees.
- Excessive and/or chronic tardiness or absenteeism.
- Use of pins, paper clips, rubber bands, pencils, lighters, fireworks, or any other objects which could be harmful to others or school property.
- Forgery--parents' names on absent slips or teachers names.
- Truancy (skipping school).
- Committing any other act or becoming involved in any activity which disrupts the normal educational opportunities for other students or behavior that interferes with classwork.
- Leaving school grounds during the school day without permission of school authority
- Unlawful assembly.

#### **Expulsion**

Expulsion shall mean exclusion from attendance for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds

or during an educational function or event off school grounds. The proper law enforcement agency will be contacted when necessary.

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
- Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- Causing or attempting to cause physical injury to a school employee or to any student. Physical 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 the subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
- A repeated violation of any rules validly established in the preceding policy on suspension and expulsion if such violations constitute a substantial interference with school purposes.
- Unlawful activation of a fire alarm - (Nebraska State Law 79-4,180)
- Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.

### **Fines for Lost or Damaged Items**

Students should respect the property of the school and assist in its preservation for future use by others. If equipment or items sustain damage beyond normal wear and tear to materials needed in a course, if students possess overdue school materials, or if students misuse school property, they may be assessed fines. The charges shall not exceed the replacement cost of the materials or equipment incurring damage.

### **Corporal Punishment**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. This prohibition includes the unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. An employee may:

1. Use reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - a. To quell a disturbance or prevent an act that threatens physical harm to any person.
  - b. To obtain possession of a weapon or other dangerous object within a pupil's control.
  - c. For the purposes of self-defense or defense of others.
  - d. For the protection of property.
  - e. To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - f. To protect a student from the self-infliction of harm.
  - g. To protect the safety of others.
2. Use incidental, minor, or reasonable physical contact to maintain order and control. (For more information, see SBP # 505.06)

## **STUDENT ACTIVITIES**

### **Student Eligibility**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of Shickley Public School throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity and must conduct themselves in accordance with student conduct policies.

A student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester. All other eligibility criteria for NSAA governed and sponsored activities are set forth by the Nebraska School Activities Association (NSAA).

### **NSAA Student Eligibility**

In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by the eligibility rules of the Nebraska School Activities Association. The most up to date rules are found at <https://nsaahome.org/constitution-bylaws/>. Contact the Athletic Director if clarification is needed in interpreting the NSAA rules.

### **Academic Eligibility Policy**

Maintenance of high academic standards in the Shickley Public school is very important and must be enforced at all times. Students involved in extracurricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

All activities held outside of the regular school curriculum will be treated as extra-curricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week “in jeopardy” period whenever a student has a cumulative failing average during the nine week period, in any class the student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or the first school day) each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student’s responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). Grades will begin being checked at the end of the 2<sup>nd</sup> week of each semester.
2. If the student is still failing in the same class the following week, the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing the class in question.
3. The student’s parents will be notified by letter, email, or phone from the teachers when their child is placed on the “in jeopardy” list.
4. Teachers, when turning in their list of students “in jeopardy”, will note reason(s) for failing grade(s) to the administration.
5. Teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this “endangered” list (76% or below), he/she will

have restricted privileges as determined by the teacher and principal until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.

6. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in both school activities and extra curricular activities by the principal. A teacher may recommend such, to be determined by the principal. Students who are failing in only one class, during each grading period, may be declared ineligible by the principal, after consultation with the teacher, if the student is not demonstrating the effort necessary to improve the failing grade.
7. Students who choose to drop a dual credit course after the free drop/add period (as determined by the offering institution) will be deemed ineligible for 14 calendar days following the dropping/withdrawal of that course if the student is failing at the time of dropping the course.

Students who fail a class in the fall semester will be ineligible until the beginning of the third (3<sup>rd</sup>) week of the spring semester.

### **Participation and Attendance**

In order for any student to participate in an activity or practice, he/she must be in attendance within one hour after the school day begins for the day and continue through the end of the day on the day of the activity or practice unless it is a pre-excused absence.

Students who fail to meet this criterion shall be ineligible to participate in school activities or practice sessions for the day.

Students involved in an activity or practice may not participate in any activities if they are under disciplinary suspension or detention until such time as all suspensions or detentions are made up. A student under disciplinary expulsion shall not participate at any time, nor shall the student attend school activities or events while under disciplinary suspension or detention.

Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the coach in advance. Exception: When an athlete is absent from school they do not need to notify the sponsor, however, most sponsors appreciate knowing the reason why the student is absent from school.

As a general rule, **seniors will not participate on junior varsity athletic teams**. Special circumstances/situations (such as foreign exchange students, need to complete a team, etc) will be dealt with on an individual basis. A decision will be made by the coach, athletic/activities directors, and administrations.

### **National Honor Society**

Selection to NHS is set by a national standard of four criteria that include academics, character, leadership and community service. An anonymous group of several teachers complete a rubric for each student, rating them on a scale of 1 to 4 in each category. Each student that receives an average score of 3 or more will be inducted into the NHS. Violation of the Extra-Curricular Activity Code of Conduct will result in the loss of membership in the National Honor Society for one (1) calendar year. All other rules and regulations for admission and dismissal from the National Honor Society are detailed in the NHS rules and guidelines.



## **Student Publications**

Students may produce official school publications, such as a school newsletter and yearbook, as part of the curriculum. These publications are produced primarily for the educational value gained in the process of their creation.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. Publications may be restricted, edited or prohibited when, after considering the maturity level of the students, any portion of the publication is determined to be discriminatory, as substantial interference to the educational process or learning environment, harassment, vulgar or obscene, defamatory, an invasion of privacy, or highly controversial. (For more information, see SBP # 506.06)

## **Class/Organization Meetings and Funds**

No class/organization meetings will be held without the sponsor being present. Secretaries are to keep accurate records of all such meetings. No class/organization will be allowed to charge materials without first obtaining permission from the office.

Students may raise funds for school-sponsored events with the principal's permission. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. The main emphasis of any fund-raising campaign should focus on the educational aspects of the program. (For more information, see SBP # 506.08)

Funds remaining in a class/organization account after the class/organization ceases to exist shall remain in that account. The distribution of those proceeds is left to the discretion of the class/organization sponsor and the school administration. Class/organization members will not receive any funds from that account, i.e. a refund. (For more information, see SBP # 506.09)

## **Student Physicals for Athletics**

All students who are participating in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required, and these forms must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by the parents and the physician. (For more information, see SBP # 506.10)

## **Extra-Curricular Activity Code of Conduct**

Shickley Public School is dedicated to the concept of extra-curricular activities being an important and vital educational component of a total education. These activities will be a positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team, organization or club is both an honor and a privilege, and as visible representatives of Shickley School District these students have the obligation to conduct themselves in an exemplary manner at all times. That is the reason for establishing the Activity Code of Conduct.

Training rules are a matter of self and team discipline. The best performance that the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by all students and is to be in effect for the school year and related school functions. When a student participates in extra-curricular activities his/her responsibilities go beyond the school grounds, facilities, and school related functions. Policies on tobacco, alcohol and other drugs are in effect for athletes and participants at all times in all places. The following penalties for Class I and Class II violations will apply:

### **First Violation: Athletics**

**Option A:** Suspension for 33% of the scheduled varsity contests beginning with the day of the first scheduled interscholastic contest the student is scheduled to participate in following the infraction. If the violation occurs between seasons or when a student is not involved in athletics, the disciplinary action will not start until the day of the first inter-school competition in which the athlete could participate. If a student's suspension is not completed by the end of a sport season, the count will be discontinued until the day of the next scheduled interscholastic contest in which the athlete participates in. He/She will be expected to practice during the suspension.

**Option B:** Same as Option A **except** students agreeing to be evaluated, educated, and treated will be suspended for 22% of the scheduled varsity contests instead of the 33% of the scheduled varsity contests.

The suspension will be lowered from 22% of the scheduled varsity contests to 11% of the scheduled varsity contests under the following conditions:

- a. The student and/or the parent report the violation within 48 hours of the infraction, violation or citation.
- b. The report **MUST** be made to the Superintendent or Secondary Principal. Reporting to a coach, teacher, guidance counselor or any other school employee will **NOT** satisfy this requirement.

### **Second Violation: Athletics**

A second violation of this code of conduct will result in the suspension from all athletics for one year from violation date.

Student activities are an extension of the educational program of our school and possess significant educational value for participants. An activity is classified as any event, competition, or performance, which takes place outside of the normal school routine or schedule. This also includes any club, organization, or sport added in the school year.

### **First Violation: Non-Athletic Activities**

**Option A:** Consequences for violating the code of conduct for non-athletic activities will be a 14 calendar day suspension from participation in all non-athletic activities and the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

**Option B:** Students agreeing to be evaluated, educated, and treated will be able to have their suspension reduced to seven (7) calendar days upon completion of such programs, according to school guidelines, but he/she will still lose of any elected office and will be ineligible to be elected to office for the remainder of the school year. This option must begin within five (5) calendar days.

### **Second Violation: Non-Athletic Activities**

Consequences for a second violation of the code of conduct for non-athletic activities will be the suspension from all non-athletic activities for one year from the violation date.

### **First Violation: Organizations**

**Option A:** Loss of membership for one (1) calendar year from date of violation, including the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

**Option B:** Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs, according to school guidelines. This option must begin within five (5) calendar days.

### **Second Violation: Organizations**

The consequence for a second violation of the code of conduct for organizations will be the loss of membership in the organization.

### **Subsequent Violations: Activities/Athletics/Organizations**

Subsequent violations of the activities code of conduct will result in the suspension from all extra-curricular programs for one year from violation date.

\*A student serving a suspension for a first violation must successfully complete the season of the sport/activity that the suspension is served in. The failure to do so will result in the suspension being served during the next sport/activity that the student participates in.

### **Leaving the Building**

Any student leaving and/or returning to the school building for any reason must sign out / sign-in with the front office, unless he/she is leaving as part of a school activity.

### **Work Missed While Absent**

If a student's absence is planned, the student must have a make-up slip completed and turned in to the sponsor or office at minimum one day before the absence. The student must complete all assignments before the day of the absence to be excused for the planned absence. The classroom teacher determines the definition of completed work.

### **Transportation for School Sponsored Activities**

Students will be required to ride the bus to and from all away school sponsored activities unless parents have personally contacted the coach involved. Students may only ride with parents or grandparents going to or home from an activity once permission has been granted from the coach and arrangements must be made by parents with the school administration before the date of the activity. If parents want the participant to ride home with someone other than parents or grandparents, a note must be presented to and signed by the administration, and then given to the coach.

## **STUDENT HEALTH AND WELL-BEING**

### **Administration of Medication to Students**

All medications for student consumption are to be stored in the main office. Parents must deliver the medications with explicit instructions for use. If this is not possible, please have the student report immediately to the office with the medication.

### **Communicable or Infectious Diseases**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

A student who is at school and who has a communicable disease that creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the superintendent at any time the student is aware that the disease actively creates such risk. (For more information, see SBP # 508.03).

### **Student Illness or Injury at School**

When a student becomes ill or is injured at school, the school shall attempt to notify the student's parents as soon as possible.

Shickley Public School, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of parents or qualified medical employees as quickly as possible.

## **Emergency Plans and Drills**

### **Fire Drill Procedures**

The school building is equipped with an automatic fire alarm system. When the fire bell rings all students are to leave the building in an orderly fashion to the proper exit. (The proper exit for all rooms will be explained by the teacher the first week of school.) A map indicating the proper exit will be posted in each room. A FIRE DRILL IS NEVER TO BE TAKEN AS JUST ANOTHER DRILL. The drills will be held regularly.

Lower Elementary Hallway -- exit East door  
Intervention Area -- exit North under fire escape  
Second floor high school -- exit to North on fire escape  
Third floor high school -- exit to North on fire escape  
North Gym/Special Services -- exit North door, Special Services Hallway  
Lunch Room -- exit West door in Kitchen  
Art Room -- exit West Door of Art Room  
Upper Elementary Hallway -- exit East door, new addition  
Ag Room -- exit East door, Vo. Ag. Room

### **Tornado Drill Procedures**

The signal for the tornado drill will be a continuous buzz of the passing bell. When you hear the signal, please go to your designated area in an orderly manner. A map indicating the proper exit will be posted in each room.

PreSchool through 2nd Grades will go to the Intervention Area.

The following classrooms will go to the Lunch Room:

3rd grade, 4th grade, 5th grade, 6th grade, Band Room, and the Art Room.

The following classrooms will go to the Copy/Work Room:

The Vo Ag room and the Shop, Jr. High English, Business Room, and the North Gym.

The following classrooms will go under the stairs in the gym:

2<sup>nd</sup> & 3<sup>rd</sup> Floor High School Building, and the Main Gym

### **Other Safety Drills**

Other types of safety drills may be conducted to prepare students and staff for emergency situations and to practice the policies and procedures in place.

### **Concussion Awareness**

Concussions are defined as a type of traumatic brain injury caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Health care professionals may describe a concussion as a "mild" brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of our athletic teams.

Shickley Public School will provide information on concussions and brain injuries to athletes and their parents, including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student 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:

1. Has been evaluated by a licensed healthcare professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional;
3. 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.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school 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. (For more information, see SBP # 508.15)

#### **Lunch/Salad Bar:**

Shickley Public School participates in the Offer vs. Serve program. Students will be offered each of the required 3 different food groups. Along with a served entrée, the students may choose foods off the salad bar and a carton of milk. It is highly encouraged students to eat all food that is self-served from the salad bar. This will help control costs and ensure a greater selection on the salad bar.

Students who bring their lunch will be required to eat in the lunchroom. Pop and other soft drinks will not be allowed in the lunchroom.

Breakfast will be offered to secondary students from 7:45 to 7:58 am. Students are required to take items from two different food groups. Seconds will be charged at the full meal price.