

SUTHERLAND JH/HS

STUDENT/PARENT HANDBOOK

2024-2025 EDITION



401 Walnut
Sutherland, NE 69165
Phone: (308) 386-4426
Fax: (308) 386-2585

Superintendent: Ted Classen
Principal: BreAhnna McConnell
Activities Director: Dan Wolken
Counselor: Cathy Brunz

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Kashia O'Neal	Secondary Secretary
Brittany Paulsen	Elementary Secretary
Annette Kennedy	Nurse
Lisa Brown	Head Cook
Brennemann	Assistant Cook
RC O'Neal	Head Custodian
Deric McConnell	Custodian

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than August 23, 2024.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Ted Classen
Superintendent
Sutherland Public Schools

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination Policy 3053

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Ms. Allison Pritchard at 308-386-4321, allison.pritchard@spssailors.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: BreAhanna McConnell at 308-386-4321, breaahanna.mcconnell@spssailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [☰ 3057 Title IX](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ted Classen at 308-386-4321, ted.classen@spsailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent, Ted Classen at 308-386-4321, ted.classen@spsailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

Nurturing tomorrow's leaders through innovation, challenge, and accountability within a safe, supportive, and caring community.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Assemblies

All students will attend assemblies, unless designated differently by the principal

Attendance Policy 5001

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1, of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Days Missed

Students will be granted eight (8) days total absence per semester for minor illness, parent requests, college visits, etc. There will also be a limit of 10 absences from any one period during the course of a semester. School sponsored functions will not count as part of the eight days. Students may exceed the eight days if they have a doctor's statement verifying an illness. The statement must be presented to the Principal's office within five days after returning to school. All other exceptions to the eight days must be approved by the principal.

Time missed in excess of this limit will be made up before or after school or during the summer before June 15. Absences resulting from participation in school activities or suspensions will not count toward the eight-day limit. Students and parents will be informed after five absences from any class. Failure to make up the time will result in loss of credit or assignment of summer school.

As a consequence for being absent more than the eight-day limit, credits earned will be prorated and reduced accordingly or the days must be made up after school is dismissed. Also, as a consequence for being absent more than the eight-day limit, students will be required to make up days after school is dismissed. These days must be made up before June 15.

If a student is absent for one period, they will be considered as absent for just that period.

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 19 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian and proof of attendance is provided:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Attending a funeral of an immediate family member (up to 3 days) (will not count against student days if proof of attendance is provided)
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits (Junior and Senior students only)

8. Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a half day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement in order to excuse the absence. The statement must be presented to the Principal's office within five days after returning to school

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX coordinator

Acquiring Work Prior to Leaving for Activities

All students are required to gather assignments from each teacher prior to leaving for the school activity. If a student fails to acquire assignments prior to leaving for the school activity, they may not attend the activity and/or will be subject to the classroom late policy.

Tardiness

A tardy will be recognized as a student arriving after the tardy bell up to 10 minutes after the tardy bell. Any student arriving more than 10 minutes late will be marked absent for the period. A student will be granted two (3) tardies per quarter. The fourth and subsequent tardies will result in the student receiving a detention for each tardy earned. The detentions will be held with the principal. After four tardies to 1st period, the student and parents will be required to meet with the principal to discuss the situation.

After two tardies to 6th period students will lose their open campus privilege for the remainder of the quarter. The third tardy to 6th period will result in loss of open campus privileges for the remainder of the year.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Sutherland Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$7 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of announcements will be posted on the main bulletin board by the high school office.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying Policy 5054

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform <https://tinyurl.com/yd7skj45> to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water.

3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
7. Students must treat all personnel with respect.
8. Students will eat lunch at designated lunch tables, then will remain in the area designated by the lunch supervisor, until the bell rings. Students will not be permitted to roam the hallways or visit classrooms until the bell rings.
9. The only doors students will be able to enter and exit through during the lunch period are the main entrance doors. The doors on the high school side will remain closed and locked during the lunch period.
11. Students who violate the above rules will be disciplined accordingly.

Cell Phones and Other Electronic Devices

Cell phones are not permitted in classrooms, cell phones must be stored in lockers or vehicles.

Students may not use cell phones or other electronic devices, including airpods and earbuds, while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices at student lockers during passing periods or in the common areas of the school before and after school, so long as they do not create a distraction or a disruption.

Students may **not** use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must leave their electronic devices in their lockers during **all** in-class time.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the sponsor.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student, student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

1st offense

The device is confiscated and turned into the principal. Parents are notified, and students may pick up the device at the conclusion of the school day and will be assigned an after-school detention (served with the principal) that must be completed within the week the phone is confiscated.

All other offenses

Parents will be required to pick up the device and the student will be assigned to Wednesday/Thursday School

If the student refuses to surrender the cell phone or electronic device, this level of defiance may be deemed significant and will result in a parent/guardian being called to help rectify the matter. The student may experience an out of school suspension for failure to comply with this policy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is

six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the building principal.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through PowerSchool, Report Cards (upon request), progress reports (upon request), and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing via a phone call or automated text message. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure - Refer to Board Policy 2006

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow

the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - i) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- ii) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i) All relevant details of the complaint;
 - ii) All witnesses and documents which the complainant believes support the complaint;
 - iii) The action or solution which the complainant seeks.
 - iv) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or coordinator received the complaint.

If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a. This appeal must be in writing.
- b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
- d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a. When the complaint is about a board policy, not implementation of the policy;
- b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

- c. When the board is required by law, policy, or contract to hear a complaint or appeal.
- 6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - d. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - e. There is no appeal from any decision of the board unless authorized by law.
- 7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

- ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students Policy 5037

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet:

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.
15. **Students shall not place stickers or decals directly on their laptops. There will be a \$5 per sticker or decal that is on the laptop.**

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a) Loss of computer privileges;
 - b) Short-term suspension;
 - c) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d) Other disciplines as school administration and the school board deem appropriate.

2. **Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.**

LAPTOP SUSPENSIONS

<u>Violation</u>	<u>1st Offense</u>	<u>2nd Offense</u>
Unattended Laptop	1 Day	2-4 Days
Games, Chat, Skype (Video)	3 Days	6-10 Days
Unauthorized System Changes	3-10 Days	20 Days
Voice Recording (No Permission)	3 Days	6-10 Days
Inappropriate Use, Care	1-3 Days	6-10 Days
Abuse of Laptop	3 Days	6-10 Days
Printing Inappropriately	1-3 Days	6-10 Days
Inappropriate Pictures (Desktop, Screensaver, Saved File)	3-10 Days	20 Days
Inappropriate Internet Site	3-10 Days	20 Days
Inappropriate Comments	3-10 Days	20 Days

The administration retains the right to suspend the student's laptop computer for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the laptop for the remainder of the semester or school year. The 3rd offense will result in the loss of the laptop for a quarter, semester or the rest of the school year.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on appropriate interactions with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The

school district has formal parent-teacher conferences during the first and second semesters, OR as the administration deems necessary.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use Policy 3020

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at

<https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence Policy 5030

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Homecoming and Prom Regulations

Every participant will be expected to act appropriately. Conduct of participants will be under the supervision of the sponsor and chaperones. All dances will end at midnight or before, unless such change is allowed by the administration and announced one day prior to the activity. There shall be one or more chaperones, who are faculty members, at all times at every dance or party. If a person from outside Sutherland High School attends a dance or party, they are the responsibility of their host. Sutherland students will be held responsible for the conduct of their guests. The student needs to complete an out of town date sheet, and give it to the office by the designated time. It shall be the responsibility of each class

or group sponsoring a social activity to clean up afterwards. At all school dances and parties, students attending that function will remain at that function. Those who leave may not return at a later time. Dates may not attend dances if they are older than **19** years of age. (Unless they are enrolled in Sutherland High School)

JH Dance Regulations

Every participant will be expected to act appropriately. Conduct of participants will be under the supervision of the sponsor and chaperones. All dances will end at midnight or before, unless such change is allowed by the administration and announced one day prior to the activity. There shall be one or more chaperones, who are faculty members, at all times at every dance or party. It shall be the responsibility of each class or group sponsoring a social activity to clean up afterwards. At all school dances and parties, students attending that function will remain at that function. Those who leave may not return at a later time.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: BreAhanna McConnell at 308-386-4426, Breahanna.McConnell@spssailors.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: BreAhanna McConnell at 308-386-4426, Breahanna.McConnell@spssailors.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandanas during the school day.
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, Short Dresses and Skirts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments

13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from a faculty member
16. Clothing with tears or holes that excessively expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles Policy 5030

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Students driving cars to school will park cars according to school regulations (student designated parking areas) only. Cars will remain parked until the completion of the school day unless the student is leaving for the rest of the day or leaving for an appointment. Unauthorized driving of a vehicle will be considered a Group Three Offense.

Students driving or riding with anyone other than their parents during lunch will receive the consequence for a Group Three Offense.

Students are not permitted in student designated parking lots during the school day, they will not be permitted to sit in or on cars at lunch or be in the parking lots.

Drug Free Schools Policy 3016

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information Policy 5023

Parents must complete an emergency information update on PowerSchool annually for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Food Service Program Policy 3012

<u>Lunch prices:</u>	Grades K-6	\$3.40	<u>Breakfast:</u>	Grades K-12	\$1.70
	Grades 7-12	\$3.70			

Milk: \$0.50

Seconds Grades 7-12: \$1.00

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student will be required to bring their own lunch.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the

Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Food

If students abuse our food policy, such as not picking up trash or making a mess in the hallways, they will not be allowed to bring food into the school before or after school. Lunch must be eaten in the commons, unless approved by sponsors. Food and milk cartons cannot be taken out of the cafeteria except for meetings held by staff members.

Food is not allowed in the classroom or the lockers. If students bring lunch to school it should be in a sack or container and only eaten during lunch.

Drinks – Students may only bring water, which must be in a spill proof container with a lid.

While we have open-campus lunch, students will not be allowed to bring food and drinks back with them into the building. Students will be required to either throw away, drink, or consume their items prior to leaving the cafeteria area. If students are late to class, they will be marked tardy.

First-Aid Policy 5023

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Fundraising Activities

Students may be permitted or required to engage in fundraising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fundraising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Head Lice and Nits Policy 5062

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate, will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities Policy 5048

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound or Online Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound or online instruction shall be provided when the student's physical and mental conditions are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Ted Classen, who may be contacted at 308-386-4426.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations Policy 5010

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the building principal.

Initiations and Hazing Policy 5028

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items

placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. **School officials may inspect student lockers without any particularized suspicion or reasonable cause.**

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Memorials

Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials are generally not allowed anywhere on school premises.

Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:

- a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.
- b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by Board of Education.
- c. The Board of Education will consider:
 - § The current research regarding the potential psychological harm that could be caused by a memorial;
 - § The potential disruption to the school's learning environment;
 - § The cost to the district of erecting and/or maintaining a memorial;
 - § Whether prior tragedies have been commemorated by a memorial;
 - § The potential for future tragedies which could necessitate a similar memorial;
 - and
 - § Any other factor which the crisis team deems relevant to its recommendation.
- d. After consideration of the factors outlined above, the Board of Education will make a decision as to whether the prohibition against memorials should be waived.
- e. The Superintendent will communicate the Board of Education's recommendation to the individual requesting the memorial.

This policy is not intended to discourage the acceptance of memorial funds or specific items.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all

state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books

Open Lunch

Sutherland Public Schools has an open lunch policy, meaning that 7-12 students may go off campus to eat lunch but must adhere to school rules during the lunch time. **Open lunch is a privilege afforded to Sutherland JH/HS Students, and therefore may be taken away at any time. Driving or riding with other students is strictly prohibited with the exception of Seniors who may be allowed to drive during the 4th quarter if they have met criteria set by the administration. Students may not be called out to drive during the lunch period.**

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Passes

You must have a pass in your possession from your teacher, to be in the hallway while classes are in session. You will not be allowed to leave a class or study hall to secure a pass from the teacher you wish to see.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam. Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the principal.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:05 a.m. and ends at 3:45 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins (7:45 a.m.) and 15 minutes after the school day ends (4:00 a.m.). **There will**

be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.

Smoking and Tobacco Policy 3016

The use or possession of any tobacco product, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs Policy 3039

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The NSCAS test is administered annually in grades 3-10 to determine the students' achievement probability for individual success. Tests are administered in April, and the results are sent home.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. Parents/Students will be charged for fixing or replacing damaged devices.

6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such

post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

9. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. Each class will fundraise to earn funds towards their class account.

Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs when appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal

accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records Policy

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

- Name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain

access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who *OBJECT* to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. To drop and/or add courses, students are to see the School Counselor.

After the third day of the semester, students who insist on dropping a class, except for instances of an extended illness, are to see the School Counselor for a Drop Add slip, and must have the approval of teacher(s), parents, principal, and counselor .

Seminar- Early Out Fridays

9-12 Students who meet the following criteria will be dismissed from school on Friday's at 3:00. Once dismissed students are to vacate the building or be with a teacher. They are not allowed to stay at the school for any other reason.

- Passing all classes with a C or higher.
- Have no tardies or unexcused absences for the week.
- No discipline referrals for the week.
- No Missing Assignments

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a. Rules of Conduct on School Vehicles:

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Students must respect the rights and safety of others at all times.

13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student and route student contact the building principal with written permission. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

Buses will be provided for student transportation on most activity trips. There will be no fee, but students will follow the following regulations:

If bus transportation is provided, students attending this activity as a member of an organization will use this means of transportation. Parents wishing to take their son/daughter may do so if prior approval is secured from the sponsor. Parents who wish to have their son or daughter ride with another adult must get permission to do so from the high school principal's office at least one day prior to the activity.

We feel very strongly about these rules and the consequence for this will be a three (3) day in-school suspension for the first offense. The consequence for the second offense will be short-term out-of-school suspension.

The same rules pertain to going to and returning from said trip. No student will be allowed to drive to or from any activity that he/she is a participant.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing Policy 3013

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio stations, social media, and local television stations. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status in any three of the four quarters in a year.

Advanced Courses

The Sutherland Board of Education recognizes the importance of offering advanced courses which provide academic rigor for students. Advanced courses shall be defined as any course identified annually in the student handbook that exposes the student to additional rigor. To be eligible for valedictorian/salutatorian honors, a student must pass at least five (5) advanced courses during their high school enrollment.

Advanced Courses: College Algebra, College English, Advanced Accounting, College Biology, Chemistry, Advanced Math, Anatomy, College Personal Finance, and Physics.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

College Conversion Chart (for Dual Credit Courses)

College Letter Grade	High School Percentage	High School Equivalent Letter Grade	High School GPA Points
A +	100	A +	4.0
A	99	A +	4.0
A -	98	A +	4.0

B +	97	A	4.0
B	94	A -	3.9
B -	90	B	3.5
C +	89	B	3.4
C	85	C +	2.9
C -	81	C	2.5
D +	80	C	2.4
D	77	C -	2.0
D -	74	D	1.7
F	0	F	0

Early Graduation 5066

Grading System

The following grading system will be used in the Junior-Senior High School:

A (94-100) B (86-93) C (77-85) D (70-76) F (Below 70) I (Incomplete)

When it is necessary to convert percentage grades to a 4 point-system the following conversion table will be used:

95-100	4.0	82	2.6
94	3.9	81	2.5
93	3.8	80	2.4
92	3.7	79	2.3
91	3.6	78	2.2
90	3.5	77	2.0
89	3.4	76	1.9

88	3.3	75	1.8
87	3.2	74	1.7
86	3.0	73	1.5
85	2.9	72	1.4
84	2.8	71	1.3
83	2.7	70	1.0
69 & Below 0.0			

Grading will be done quarterly and report cards will be issued accordingly.

Parent-Teacher Conferences will be held during the first nine-weeks and thereafter as deemed necessary by the administration.

Progress reports will be sent via text and phone call to the parents of students with a D or failing grade in grades 7-12 at the end of the third week of each nine-week grading period and weekly thereafter.

Failure of any classes in grade 7 or 8 may be cause for your case to be considered for retention.

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student grade point average.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work

completed in grades nine through twelve. These students will receive their awards during Honors Night and prepare speeches for the graduation ceremony.

Graduation Requirements

<u>Subject</u>	<u>Hours</u>
English	40 - Including 10 hours of English 12 OR two semesters of College English
Social Studies	40 - Including 10 credits of Government AND 10 credits of American History
Mathematics	30 - Including required classes in 9 th , 10 th , and 11 th grades
Science	30 - Including 10 hours of Physical Science AND 10 credits of Biology
Practical Arts	20 - Including 5 credits of Informational Technology AND 5 credits of computer Sciences AND 10 credits of Personal Finance
Foreign Language	10
Physical Education	10
Fine Arts	10
<u>Electives</u>	<u>60</u>
 TOTAL HOURS	 250

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

High Ability Learner

Students who wish to be considered a High Ability Learner must score in the 90th percentile on the MAPS Reading or Math assessments, NSCAS assessments, or equivalent, and/or be nominated by 4 or more staff members.

Honor Roll

To qualify for the honor roll, students must be enrolled in a **minimum of seven (7)** classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students who earn a quarter or semester academic average of 94% or better with an A letter grade in all courses will qualify for the high honor roll.

Late Work and Extended Learning

Late Work

All students in grades 7-12 will be held to the same late work policy. The highest grade a student may receive on a late assignment is 70%. If a student fails to turn in an assignment on time they will be required to stay with a teacher before or after school in Extended Learning.

The following general guidelines will be used for grading late work:

- One day late = 70%
- Two days late = 50%
- Three days late = 0%

It is up to the teacher's discretion to allow partial credit for late work after the three-day limit. Teachers can refuse to accept late assignments, and have a more stringent grading policy with prior notice to students.

Extended Learning

Extended Learning is held from 7:30-8:00 before school and 3:45-4:20, beginning during the Seminar period and ending after school. This time will be used for targeted interventions and small group instruction with teachers with whom the student needs extra help.

Students may be assigned to EXTENDED LEARNING for the following reasons:

- The student is on the ineligible list.
- Ineligible Students (Failing 2 or more classes) will be assigned to Extended Learning in the morning and after school every day that week until they are passing all of their classes.
- The student is missing one or more assignments.
- The student is failing one or more classes.
- Seniors who are failing classes at any time during the school year may be assigned to Extended Learning to ensure requirements are completed for graduation.

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Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

National Honor Society

Students are eligible for NHS after their second semester sophomore year if they have a cumulative GPA of 90%. This is the SCHOLARSHIP portion of the 5 tenets of the NHS. After the initial eligibility there is an application process that bases its decisions from the other 4 tenants. CITIZENSHIP (school activities, must be involved for two years), SERVICE (community and volunteer service), LEADERSHIP, and CHARACTER. Each tenet is assigned a point total by SPS staff and administration, and students are assessed accordingly.

Promotion/Retention

In order for seventh- and eighth-grade students to be promoted to the next grade level, a minimum of three out of four core academic courses (English, Social Studies, Math, Science) must be passed for both semesters. Students who have not met requirements will be expected to earn credit through approved summer classes). If all work is not completed according to the expectation of the teacher and administration before June 15th, the student will not be promoted to the next grade level.

Senior Graduation

Students will not be able to go through the graduation ceremony unless they have met 100% of their graduation requirements or by administrative approval.

If it is determined that a senior skip day has been taken, the privilege of being dismissed early from school the week of graduation, may be denied on an individual or group level.

Senior photos are used in our yearbook and sent to the local media to highlight graduates of Sutherland Public Schools. Photos must be an individual photo including only the senior.

All required work must be completed on the Wednesday prior to graduation at 4pm in order to attend the graduation ceremony. All required work must be completed by June 15 in order to earn a diploma. If a

diploma is not earned by June 15 the student may attend school the following semester to earn their high school diploma.

Standardized and Semester Testing

The NWEA MAPS Test is administered annually in grades K-11 to determine the students' achievement probability for individual success.

All courses in grades 9-12 will have a semester test. The semester test will be worth 10% of the semester final grade. Juniors will have an opportunity to take the State ACT Test and earn an exemption in all classes based on completion of ACT Prep, Grades of a C or higher for the semester, no more than 1 tardy for each class per quarter, no more than 1 unexcused absence for the semester, and no discipline or other attendance issues.

Student Assistance Policy 5067

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy Policy 5035

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as

grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a notice of after-school time or a detention so that the parents may make plans to pick up the student.

After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after-school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Focused Study Hall

The building administrator may require a student to attend Focused Study Hall for 3 hours after school.. Focused Study Hall is held on 1:00 student release days from 1:00 PM to 4:00 PM. Focused Study Hall is held on normal student release days from 4:00 PM to 7:00 PM. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Focused Study Hall rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior

problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 72 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of

an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes. **The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”**;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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; or

11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, **including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;**
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), **including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;**
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire

in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of Nebraska Criminal Code that endangers the health and welfare of staff or students; or
- 5. It is a violation of Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

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

1. On the date of the decision, made within 48 hours, to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

5. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
6. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
7. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
8. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
9. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

GENERAL PROGRESSION OF DISCIPLINE

The information included in this policy is intended to inform students of inappropriate behavior and its consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate. However, by its very nature, this list cannot be complete and the severity of an infraction may require a consequence more or less severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate.

Students are expected to conform to the rules and regulations of the school as prepared by the administration and approved by the Board of Education.

OFFENSES AND PENALTIES

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the individual principal to modify penalties suggested whenever extenuating, aggravating, or rate of occurrence components seem to be present so that both the student and the educational interests are dealt with in a fair and consistent manner. Any student placed on Out-of-School Suspension, or any student who is recommended for expulsion cannot attend school, take part in any school functions, or be on school property any time during the suspension. Suspensions do not end until the start of the school day the

student is next allowed to return for purposes of determining eligibility for activities. “Hazing,” verbal or physical harassment, and sexual harassment will not be tolerated. This applies to both males and females. Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned.

GROUP 1

Offenses

- 1.1 Being in restricted areas of building or grounds without permission
- 1.2 Littering school grounds or building
- 1.3 Improper care or deliberate damage to books or school property
- 1.4 Violation of dress code
- 1.5 Inappropriate display of affection
- 1.6 Use or possession of nuisance items, i.e., laser pointers

Penalties

- 1.1 First Offense – Student/Staff conference; parents may be notified.
- 1.2 Second Offense - Detention before or after school and parent notification
- 1.3 Third Offense – Detention or In School Suspension or referral to 3.8

GROUP 2

Offenses

- 2.1 Improper care, deliberate defacing, damage to, or unauthorized use of school personal property.
- 2.2 Truancy, unexcused absences, and not reporting for detention periods.
- 2.3 Harassment, Nonsexual (Physical, Verbal or Psychological)
- 2.4 Disturbance of class, cafeteria, assembly, hallway, or school function.
- 2.5 Pushing, shoving or tripping another student.
- 2.6 Unauthorized use of school notices or reports.
- 2.7 Defiance or Disrespect of staff/personnel authority
- 2.8 Use of inappropriate language or gestures.
- 2.9 Inappropriate use of computers

Penalties

- 2.1 First Offense - Detention or In School Suspension - Parent notification
- 2.2 Second Offense - Detention or In School Suspension - Parent notification
- 2.3 Successive Offenses – In School Suspension and/or referral to 3.8

GROUP 3

Offenses

- 3.1 Fighting, physical aggression, violence, force, coercion, harassment, threat, substantial interference with school purpose or videotaping a fight on school property or during a school sponsored activity.
- 3.2 Damage to property (private or school) of substantial value.
- 3.3 Verbal or written threats. (student to student)
- 3.4 Threat to obtain money or anything of value; theft or attempted theft.

3.5 Use of inappropriate language, comments, or gestures directed to school personnel or intimidating / threatening to harm school personnel.

3.6 Harassment, sexual

3.7 Excessive and/or repeated defiance of school personnel.

3.8 Substantial interference with school purpose or willful disobedience, or repeated violations of rules and regulations of group 1 and 2 of this handbook.

3.9 Use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products of electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.

If any camera or electronic device is used on school property to produce or transmit pictures or messages for the purpose to intimidate, embarrass, or harass any person (staff, student, or otherwise), consequences may range from confiscation of the device to suspension or expulsion and possible law enforcement contact if circumstances warrant.

Any Student who records and posts video of activities within the school is subject to level three disciplinary action.

Penalties

3.1 First Offense - Notification of parents and possible immediate short term in or out of school suspension (1-5 Days). Notification to the police department if in violation of laws. Financial restitution may be required. Throwing food in the cafeteria may result in immediate suspension for a minimum of 3 days and restriction from the cafeteria for up to 9 weeks. If this violation occurs during the fourth quarter of school, this restriction from the cafeteria will carry over to the first quarter of the following school year, whether the student attends middle school or high school. During this restriction from the cafeteria, the student will have the following options:

- purchasing a sack lunch from the cafeteria,
- bringing a sack lunch from home. Sack lunches will be consumed in an assigned area.

3.2 Second Offense - Notification of parents. Possible Long-term suspension (6-19 days) and possible referral to superintendent for expulsion.

GROUP 4

Offenses

4.1 Possessing, consuming, or being under the influence of any drug, narcotic, alcohol, inhalants, “look-alike” drugs. Possession of drug paraphernalia is also prohibited.

Penalties

First Offense - Out-of-School Suspension for up to 19 days, notification of parents, notification of law enforcement personnel, recommendation for drug/alcohol assessment at the expense of the student or his/her parents, possible recommendation of attendance in a class on drug/alcohol use, and/or possible recommendation to the Board of Education for Expulsion.

Any student holding a position as class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.

Intervention Option: 5 Day Suspension: A suspension for 5 days is to be made when a student has been proven to have been in violation of the SPS drug and alcohol rules.

The student and family participate in a **drug and alcohol assessment** at their own expense prior to the student's re-admission to classes. The assessment shall be provided at a state approved alcohol/drug agency and conducted by a certified alcoholism/drug abuse counselor. Any and all days missed will be counted toward the school's attendance policy.

The student and parents agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that an assessment has been made. The following agencies could be utilized:
Center for Psychological Services - Kearney
Richard Young Hospital - Kearney Lutheran Family Services - North Platte South Central Behavioral Services - Kearney

Students will be expected to complete school work in which the teachers feel is appropriate during suspension and expulsion periods.

Under no circumstances will a student be told that nothing further will happen to him/her. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to the policies and procedures of the law enforcement authorities.

10 Day Suspension: A minimum of a 10-Day suspension is to be given to all students who refuse to enroll in a chemical assessment, alcohol and drug education class or who, for the severity of the infraction or other extenuating reasons, do not fall into the first-time suspension given for 5 days.

4.2 Second Offense - Notification of law enforcement authorities, up to a 19 day out-of- school suspension, and/or possible recommendation to the Board of Education for Expulsion

Intervention option: The Board of Education will give the student or parents an option to expulsion that would be a **mandatory alcohol/drug rehabilitation program** acceptable by the school administrators. This program will be at the parent's expense. This rehabilitation shall be provided at a state approved alcohol/drug agency and conducted by a certified alcohol/drug abuse counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that rehabilitation is in progress and a program will be initiated for the student.

The intervention option would include a 10 day out of school suspension and will require (8) weeks of exclusion from activities. This discipline may be applied concurrently with the approved rehabilitation services.

4.3 Third offense: Expulsion Intervention option: None

All state statutes regarding student expulsion and suspension will be enforced. The Board of Education's protection from liability will be extended to all staff to the extent that they act in accordance with this policy and observe the procedures consistent with it established within their respective buildings.

Each alcohol or drug violation incurred by a student K-8 shall be counted as an offense and will be kept on record through the student's grade school and middle school history. Another and separate record will commence when the student enters the 9th grade, and each violation occurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th year school history.

GROUP 5

Offenses

- 5.1 Assault and/or battery on school personnel
- 5.2 Making a bomb threat or pulling a fire alarm
- 5.3 Use of violence, force, coercion, threat, or substantial interference with school purposes
- 5.4 Possessing or handling a weapon or look alike weapon
- 5.5 Engaging in any activity forbidden by law which interferes with school purpose

Penalties

5.1 First Offense - Automatic suspension pending Expulsion action by the Board of Education and notification of the appropriate law enforcement authorities. The Fire Marshall will be notified of violations involving the fire alarms.

Any student holding a position as a class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.

Suspensions and Expulsions: Student Rights

Each student is protected against arbitrary punishment under the Constitutions of both the United States and the State of Nebraska. Nebraska students are further protected under Nebraska State Laws: ("Student Suspension or Expulsion" 79-254 to 79-294)

Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process. Therefore, a student, prior to being subject to emergency exclusion, short-term or long-term suspensions, expulsions, or mandatory reassignments, will be disciplined in accordance with the Student Discipline Act of 1994. The following is a summary of these procedures:

- (1) A school district may expel a student, but may delay the Expulsion for the purpose of giving the student an opportunity for rehabilitation. If the rehabilitation has been satisfactorily completed, the Expulsion may be waived;
- (2) If the student is expelled in the last ten days of the 1st semester, the Expulsion may remain in effect through the remainder of the school year, or if a student is expelled in the last ten days of the 2nd semester, the Expulsion may remain in effect through the 1st semester of the following year;
- (3) If the student is expelled for the use of a firearm or dangerous weapon during the 1st semester, the Expulsion may be extended for the remainder of the school year. If such behavior occurred in the 2nd semester, the Expulsion may be for the remainder of the 2nd semester and for the 1st semester of the following year;
- (4) Any Expulsion that will remain in effect during the 1st semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Officer (examiner) before the beginning of the next school year;
- (5) The hearing Officer (Examiner) may invoke the subpoena procedures if he/she deems it necessary;
- (6) Written notice of the finding and recommendations of the Hearing Officer (Examiner), and the determination of the Superintendent or his/her designee, shall be made by Certified or Registered Mail;
- (7) When one or more students are charged with violating the same rule, and they are charged with acting in concert, and if the facts appear to the Hearing Officer (Examiner) to be substantially the same, a single

hearing may be held for such students as a group, if the Hearing Officer (examiner) believes that a single hearing will not prejudice any of the students.

Administration Rights

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Ogallala Discipline Plan and to alter any penalties, as they consider necessary.

SECTION FOUR:

School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards.
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school

sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)






- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

SECTION SIX

SCHOOL CALENDAR

Sutherland Public Schools | 2024 - 2025 School Calendar

AUGUST								JANUARY							
Aug. 9th: New Staff Inservice Aug. 12th - 14th: Staff Inservice Aug. 12th: First Day of Fall Practice Aug. 15th: 1st Day of School 1:00 Student Dismissal Aug. 28th: 1:00 Student Dismissal Teacher Inservice								Jan. 1st - 3rd: NO SCHOOL Christmas Break Jan. 3rd: Staff Inservice Jan. 6th: School Resumes Jan. 22nd: 1:00 Student Dismissal Teacher Inservice							
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	4	5	6	7	8	9	10	5	6	7	8	9	10	11	
	11	12	13	14	15	16	17	12	13	14	15	16	17	18	
	18	19	20	21	22	23	24	19	20	21	22	23	24	25	
	25	26	27	28	29	30	31	26	27	28	29	30	31		
SEPTEMBER								FEBRUARY							
Sep. 2nd: NO SCHOOL Labor Day Sep. 11th: 1:00 Student Dismissal Teacher Inservice Sep. 24th: 1:00 Student Dismissal PTC 3:00 pm - 8:00 pm Sep. 27th: NO SCHOOL PTC 8:00 am - 12:00 pm								Feb. 6th: 1:00 Student Dismissal PTC 3:00 pm - 8:00 pm Feb. 7th: NO SCHOOL PTC 8:00 am - 12:00 pm Feb. 21st: NO SCHOOL State Wrestling Feb. 26th: 1:00 Student Dismissal Teacher Inservice							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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	8	9	10	11	12	13	14	2	3	4	5	6	7	8	
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	22	23	24	25	26	27	28	16	17	18	19	20	21	22	
	29	30						23	24	25	26	27	28	29	
OCTOBER								MARCH							
Oct. 9th: 1:00 Student Dismissal Teacher Inservice Oct. 17th: 1:00 Student Dismissal End of 1st Quarter Oct. 23rd: 1:00 Student Dismissal Teacher Inservice								Mar. 5th: 1:00 Student Dismissal End of 3rd Quarter Mar. 6th - 7th: NO SCHOOL Spring Break Mar. 12th: 1:00 Student Dismissal Teacher Inservice Mar. 26th: 1:00 Student Dismissal Teacher Inservice							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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	20	21	22	23	24	25	26	16	17	18	19	20	21	22	
	27	28	29	30	31			23	24	25	26	27	28	29	
								30	31						
NOVEMBER								APRIL							
Nov. 6th: 1:00 Student Dismissal Teacher Inservice Nov. 8th: NO SCHOOL Fall Break Nov. 20th: 1:00 Student Dismissal Teacher Inservice Nov. 27th - 29th: NO SCHOOL Thanksgiving Break								Apr. 9th: 1:00 Student Dismissal Teacher Inservice Apr. 18th - 21st: NO SCHOOL Easter Break							
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	17	18	19	20	21	22	23	20	21	22	23	24	25	26	
	24	25	26	27	28	29	30	27	28	29	30				
DECEMBER								MAY							
Dec. 4th: 1:00 Student Dismissal Teacher Inservice Dec. 19th: 1:00 Student Dismissal End of 2nd Quarter Dec. 20th - 31st: NO SCHOOL Christmas Break								May 7th: 1:00 Student Dismissal Teacher Inservice May 10th: Graduation May 20th: 11:30 Student Dismissal Last Day for Students May 21st- 22nd: Staff Inservice May 23rd- 30th: Snow Day Make-Up							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7					1	2	3	
	8	9	10	11	12	13	14	4	5	6	7	8	9	10	
	15	16	17	18	19	20	21	11	12	13	14	15	16	17	
	22	23	24	25	26	27	28	18	19	20	21	22	23	24	
	29	30	31					25	26	27	28	29	30	31	

DAY COUNT		LEGEND	
Semester One			No School For Students (Staff Inservice)
Student Days - 85			No School (Everyone)
Teacher Days - 90			1:00 Dismissal
Semester Two:			End Of Quarter - Early Dismissal
Student Days - 91			Important Date
Teacher Days - 94		Total Days: Student- 176 Days Teacher - 184 Days	

SECTION SEVEN
SCHOOL FORMS

***All may be completed online!**

2024-2025 High School Student Release Form

STUDENT: _____ GRADE: _____

Please place a checkmark next to each item. Items that have a choice, only mark your choice.
SCHOOL POLICIES CAN BE FOUND AT: <https://goo.gl/FVaXie>

_____ **STUDENT HANDBOOK:** I (We) have read the 2023-2024 Student Handbook for Sutherland students as approved by the Sutherland Board of Education and administration. The handbook can be found at <http://www.spssailors.org>. We understand that these guidelines may not cover all incidents and that some situations may need to be handled by the administration on an individual basis. We also understand that we have the right based on the Student Discipline Act (sections 79-4, 170 to 79-4, 205 of the Nebraska statutes) to meet with the administration about an individual situation or problem.

_____ **SCHOOL TECHNOLOGY ACCOUNT:** Your signature below verifies your acceptance of the Sutherland Public School Technology System Agreement and the conditions outlined. By your signature, you acknowledge that you have read and retained the Sutherland Public School Technology System Use Rules and Agreement. Your signature herein indicates that you are bound with said agreement.

INSURANCE: (check one)

_____ We have adequate insurance and DO NOT wish to participate in any of the policies offered.

_____ We wish to participate with insurance policy offered (form available on website)

IMAGE RELEASE: From time to time, we feature some of our students on our school's website, especially if your child is involved in extracurricular activities. We need you to sign this form and check the appropriate box indicating yes that we can post your child's picture as well as to allow news and media when they do their school coverage; or no that you do not wish us to do so.

YES we authorize Sutherland Public School permission to post our child's picture/video AND first name on the school website as well to allow news and media coverage.

YES we authorize Sutherland Public School permission to post our child's picture/video
WITHOUT first name on the school website as well as to allow news and media coverage.
NO we do not authorize photo/video release of our child.

SCHOOL COMPUTER LOAN AGREEMENT: I (We) acknowledge we have received a copy and agree to comply with the Loan Agreement.

DRUG-FREE SCHOOLS STATEMENT: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OR A STUDENT ATTENDING SUTHERLAND PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE.

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

With your signature below you are acknowledging you have read all the information on this page and any documentation that is pertinent. By checking the above boxes and your signature below you are stating that you have read and agree to comply with each form.

Parent/Guardian: _____ Date signed: _____

**Sutherland Public School Consent To Perform Random Drug Testing
2023-2024**

Student Name _____ Grade _____

As a student and parent: (Please Check)

We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.

· We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.

· We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.

· We understand this is binding while a student is enrolled in Sutherland School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Sutherland Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Sutherland Public School Withdrawal of Student From Extracurricular Activities **2023-2024 School Year (this is ONLY to OPT OUT of Drug Testing)**

_____ I understand that by signing this form I am rescinding my permission for random drug screening and no longer wish to participate in any extracurricular activity. I

further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

_____ I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at the school district.

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

Parents (or guardians) and students are required to sign & return the receipt form below before August 25, 2023.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Sutherland School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Sutherland Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student’s Signature

Date

Parent/Guardian’s Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent’s Email Address (Optional)

Parent’s Email Address (Optional)