

PAWNEE CITY PUBLIC SCHOOLS

STUDENT HANDBOOK and ACTIVITIES HANDBOOK GRADES 7-12



2016 – 2017

High School Phone ~ 402-852-2988

This handbook is to better acquaint you and your parents with the objectives and functions of the Pawnee City Public Schools. Every parent and student should become familiar with policies and procedures stated in this booklet. Take it home with you and discuss it with your parents. Keep it handy so you may refer to it from time to time.

PAWNEE CITY PUBLIC SCHOOLS
SECONDARY HANDBOOK 2016 – 2017
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MISSION STATEMENT

“High Expectations + Maximum Education Opportunities = Life-Long Learners”

We Believe...

- ... students can reach their individual potential through high expectations and a differentiated, diverse curriculum.
- ... education is an ever-changing process that provides students with 21st Century Skill to become life-long learners.
- ... learning must take place in a safe environment where students explore, problem solve and take academic risks.
- ... students have a shared responsibility for learning that enables them to become responsible citizens.

CODE OF CONDUCT

The Pawnee City Public Schools system is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The behavior expectations outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- on school property;
- traveling on a school bus;
- participating in extra-curricular activities;
- participating in off-site school-sponsored activities; or
- engaging in an activity which will have an impact on the school climate.

Behavior Expectations

All members of the school community are expected to:

- respect and comply with federal, state and local laws;
- demonstrate honesty and integrity;
- respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, color, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- demonstrate best effort during all school-based activities.

Inappropriate Behaviors

In abiding by Pawnee City Public School behavior expectations, all members of the school community are expected to refrain from:

- breaking federal, state or municipal laws;
- any behavior that discriminates based on economic status, race, color, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability, such as racial, ethnic or homophobic, comments;
- any violent or bullying behavior (physical, verbal, social, electronic) that intentionally hurts (physically, socially, or emotionally) another person;
- making derogatory or hateful comments toward an individual or group of people;
- threatening an individual or group of people;
- threatening to damage or destroy property;
- injuring an individual, group of people or property;
- using technology to intentionally abuse or bully another person;
- using technology to interfere with the positive climate of the school;
- using language that is violent, profane or discriminatory;

- wearing clothes that depict violence, profanity or discrimination.

Communication of Expectations

Expected behaviors as identified in the Pawnee City Public Schools student handbooks and board policies will be encouraged and supported through multiple school-wide practices, which may include the following:

- Behavioral expectations are discussed with all members of the school community during scheduled meetings.
- Behavior expectations for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed.
- Behavior expectations are applied consistently by all staff.
- Students are presented with a choice of behaviors and related consequences to enable them to make an informed choice before acting.
- Appropriate behaviors are modeled by school staff.
- Appropriate student behaviors are acknowledged by staff members.
- Teachers contact parents/guardians to provide feedback on student Behavior and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available.
- Environmental and/or programming changes are considered.
- The student may be referred for counseling.

Consequences of Behaviors

In response to inappropriate student behavior, teachers and administrators of may apply consequences for behavior based on:

- the level of the behavior as determined by student handbooks and board policy;
- circumstances of the behavior, including:
 - the other people involved (students/staff/etc.)
 - the environment,
 - precipitating factors,
 - special circumstances;
- past reactive strategies utilized for this student;
- the frequency of the behavior; and
- the student's exceptionality and/or disability.

Appropriate responses to behaviors which are addressed by the teacher witnessing the behavior:

- verbal reminders
- model expected behavior
- re-teach the expected behavior
- offer choices and consequences of the choices
- home contact
- parent/school conference
- skill building

Appropriate school responses to student behaviors which are referred to the administration, as identified student handbooks and board policies:

- natural consequences
- self-reflective exercise
- restitution
- loss of privileges
- monitoring behaviors
- restricted access to facilities/activities
- behavior contract
- behavior management plan

- referral to school counselor
- detention
- police involvement
- in-school suspension
- out-of-school suspension
- long-term suspension and/or expulsion

GOALS OF EDUCATION

1. To develop a responsible, well-informed citizen who can function as a useful and productive member of society.
2. To provide an educational climate that promotes physical, mental, emotional, and social development of each student.
3. To offer to each student a quality education according to their ability.
4. To encourage students to achieve their greatest potential.
5. To provide each student with an effective means of communication.
6. To promote students' awareness of their country's heritage and their obligation to be responsible citizens.
7. To develop the necessary technological skill to function in today's society.
8. To provide students with the knowledge and skill in mathematics and science to pursue the occupation or career of their choice.
9. To develop an appreciation of the Arts.
10. To create the desire to develop and maintain a good physical and emotional fitness.
11. To provide each student the opportunity to learn a second language.

The test of the implementation of these goals is with the student: Has the student become a better person; better prepared to assume the responsibility as a citizen as a result of being a student in the district?

INTRODUCTION

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.

A very fundamental lesson that must be learned by all of us is the lesson of discipline and self-discipline. Life is constantly demanding some kind of discipline of us and the foundations laid here at school will form the basis for happiness and success in later life.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities adopted for the benefit of all persons.

The rules and standards in this handbook apply to all school buildings or any school grounds during, immediately before or immediately after school hours. They also apply to any school sponsored function or even whether on or off school grounds. This handbook does not define all types and aspects of student conduct. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of a school community.

Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items. Notification of any changes will be made available to students and parents. Any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new addition.

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.

Each Friday, school will be dismissed at 2:00 p.m. This time will be used for staff meetings, State Standard work, or other meetings for school improvement. We are recommending that the early out on Friday can be used for students to set doctor appointments, haircuts, etc. so that students do not need to miss school for these activities.

Section 504 and IDEA Rights

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 supports 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 make arrangements 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.

COUNSELOR

The Guidance Counselor at Pawnee City Schools is here to help you. Each of you should make an appointment as needed during the school year. The Counselor will be available during the hours posted. Students may seek services by obtaining a pass from their classroom teacher or by other arrangements made by their classroom teacher and the Counselor. Parents may phone for appointments at any time during the school day.

Some of the services provided by the guidance office are:

1. Assisting students in planning a high school program, which is pertinent to future education/vocational plans.
2. Standardized testing and interpretation of these tests to students, parents and faculty.
3. Scholarship information and assistance in completing admission and scholarship applications.
4. Providing information about post-high schooling, careers, and occupations to students and faculty.
5. Personal and family counseling.
6. Assisting students and parents in seeking financial assistance for post-secondary education.

GENERAL INFORMATION

School Office – Pawnee City Junior and Senior High School's address is PO Box 393, 729 E Street, Pawnee City, Nebraska, 68420. The telephone number is 402-852-2988.

School Mascot – The "Indian" is the official school mascot and the official colors are red and black. Pawnee City Schools will not allow any use of the mascot in a humiliating manner that would lead to anyone being offended by such action.

Student Records

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, 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, 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 also 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 that they do not want this information disclosed without prior written parental consent.

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 contained in this 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.

Grading – Junior and Senior High School students will receive a percentage grade in every reporting period for each academic class enrolled. The semester grade will be listed only in a percentage grade, which will constitute the numerical average of the semester’s grades. These percentage grades that are received at the end of the semester will be

recorded on the permanent records. It should be noted that quarter grades are not entered on permanent records. They are only indicative of the quality of work that was done the past reporting period.

Grading System

94 to 100	A (Superior)
86 to 93	B (Above Average)
78 to 85	C (Average)
70 to 77	D (Below Average)
Below 70	F (Unsatisfactory)
Incomplete Work	I

Percentage grades will be given for each nine-week period in each semester. Down slips will be sent to parents of students as they appear on the weekly ineligibility list. PowerSchool has been incorporated into the school system and parents are encouraged to access it at any time to check on the progress of their child. If parents need help in accessing grades, they may acquire it by contacting the school. Parent-Teacher Conferences will also be scheduled during the school year.

A report of class grades will be distributed following the end of each nine-week period. Parents should not hesitate to phone or to visit the school if they desire information concerning their child's report card.

In order that colleges may easily interpret school grades, grades will be recorded in semester hours. A semester hour may be interpreted as follows:

An academic class meeting one day a week for one semester would carry one-hour credit. An academic class meeting five times a week would earn five hours credit for each semester. Teacher Aides will receive one credit hour per semester.

Credit for student activities will be given as follows if successfully completed and approved by the administration: *Activities (those that practice before or after school) = one hour credit for that activity (maximum two per year). These activities include Speech, Play Production (One-Act) and Musical/School Play. Also, Athletics, Stage Band, Showstoppers = 1 hour credit per semester per each activity.*

Junior High Promotion Requirements – All Junior High students who are granted an eighth grade diploma from Pawnee City Junior High School must successfully complete a minimum of three (3) semesters each from the following four subjects: **Math, Social Studies, English** and **Science**. A committee of core instructors, the counselor and administrators will determine whether it would be in the best interest of the student to be retained or passed on to the ninth grade.

Graduation Requirements – A total of 230 credit hours are required for all students graduating from Pawnee City High School. In addition, the following minimum requirements must be met before a diploma can be issued:

- 40 credit hours – English
- All students must take a minimum of one English class per year unless approved by the Principal
- 5 credit hours – Speech
- 40 credit hours – Mathematics
- All students must take a minimum of one Math class per year unless approved by the Principal
- 30 credit hours – Science/Must have Science course Junior year for NeSA testing
- 30 credit hours – Social Studies to include 10 credit hours of American History and 10 credit hours of American Government
- 20 credit hours – Business to include 10 credit hours of Word Processing and Marketing
- 10 credit hours – PE / Health
- 10 credit hours – Multimedia / Computers

Students who are planning to attend college, be advised that colleges are recommending students complete four (4) years of English, Science, Social Studies, Math and two (2) years of Foreign Language.

Class Changes – Students will not be permitted to drop or change classes after the first five (5) class days of each semester. If a subject is dropped in the middle of a semester, a grade of “F” will be recorded. All changes must be initiated in the Counselor’s office and a form completed before the student is allowed to attend a new class. Students may not drop, discontinue or add subjects without the permission of the Principal, parent, counselor, and instructors involved.

Incompletes – Incompletes under this heading are defined as assigned homework resulting from an extended absence such as an illness that cannot be completed before the end of the grading period. If work is not satisfactorily completed, these marks automatically become failures. All incompletes must be made up within a two-week period following that grading period. An incomplete will automatically eliminate a student from the honor roll, unless it is due to illness or administrative approved circumstances and work can be made up before the honor roll is released.

Graduation – Students will receive a graduation diploma only when all required courses and credits, financial and other administrative requirements are achieved. The Administration has the authority to adjust graduation requirements in extreme cases for the benefit of the student and his/her needs. There will be a Valedictorian and Salutatorian named, and the top 10% of the graduating class will be recognized. Graduation robe colors will be limited to school colors.

Honor Roll – Honor Rolls will be published at the conclusion of each nine-week grading period and at the conclusion of each semester. There will be an “Honor Roll” and an “Honorable Mention Honor Roll”.

To qualify for the Honor Roll students must carry five (5) honor roll eligible classes. All required classes are honor roll eligible along with all elective classes except band, chorus, work-study and weight training.

Scholastic requirements are: *Honor Roll – 94.0 to 100% and for Honorable Mention – 90.0 to 93.9%*. An incomplete grade will disqualify a student from the honor roll until the incomplete work is finished. If the student then qualifies for the honor roll, his/her name will be added to the official school record and the parents and student will be notified of the addition.

Academic Letter – Students at Pawnee City High School may earn an academic letter by meeting the following requirements:

1. The student must complete at least five (5) core classes per semester to be eligible for this academic letter. Core classes are listed by department:
Language Arts: English I, English II, English III, English IV, AP English, Speech, Journalism
Social Studies: World Geography, World History, American History, Government, Psychology, Economics
Science: Physical Science, Biology, Physics, Chemistry, Advanced Biology, Science III, Health Careers
Mathematics: Algebra A, Algebra B, Algebra I, Algebra II, Trigonometry, Calculus, Standards Math, Technical Math, Geometry
Business: Word Processing, Computers, Accounting I, Accounting II, Marketing, Personal Finance
Foreign Language: Spanish I, Spanish II, Spanish III
Art: Art I, Art II, Art III, Art IV
Voc Agriculture: Ag I, Ag II, Ag Mechanics, Ag Business, Agronomy, Animal Science
2. A student must have a minimum semester grade point average of 95.0% from these core classes taken.
3. A student may have no semester grade below 85.0% for those semesters being counted.
4. A student must maintain these standards for two (2) consecutive semesters.
5. Application for this academic letter may be picked up at the Principal’s office and returned for verification.
6. Letters will be awarded at the end of each semester.

ATTENDANCE

Regular and punctual student attendance habits are encouraged for all students to insure continuity in the school program. Parents are asked to call the secondary school at 402-852-2988 by 8:30 a.m. on the days when their child will be absent.

Upon returning to school after an absence, a note must be brought to the office stating the reason and the date of absence. The parent or guardian must sign the note. A phone call on the day of the absence is needed, but **does not** eliminate the need for a note.

If parents fail to call in regarding absences or tardiness, the secretary or Principal will place a call to the child's home to find out the reason for the child's absence.

ATTENDANCE AND ABSENCES - Section 79-201 of the Nebraska School Law states that "every person residing in a school district within the State of Nebraska who has a legal or actual charge or control of any child not less than seven, nor more than eighteen years of age, shall cause such child to attend regularly the public, private, denominational or parochial school each day that such school is open and in session..." Punctual and regular attendance is important since absence from school is the greatest single cause of lack of achievement in school.

1. Reporting

Normal school hours for students are 8:10 a.m. to 3:40 p.m. PARENTS SHOULD CALL THE SCHOOL OFFICE (402-852-2988) STARTING AT 7:45 A.M. AND ON THROUGH THE DAY OF YOUR STUDENT'S ABSENCE. We will contact the child's parent/guardian by 9:00 a.m. if they are absent and not accounted for.

2. Students must be in school for the entire day of a scheduled activity, performance or practice in which the student is to participate. The principal must grant exceptions to this rule.

3. MAKE-UP WORK

- a. Pre-Arranged absences must have schoolwork made up prior to the absence. All other absences may require the student to spend time after school to meet with teachers and get schoolwork complete.
- b. Make-up work should be accomplished within one calendar school day unless the teacher grants an extension due to the nature of the schoolwork that was missed.
- c. Administration may require students to spend additional time at school to complete schoolwork.
- d. These provisions only apply through 8 absences.

4. DEFINITIONS

a. Excused Absences ~

School Activities	Bereavement
Hospital Stay and Recovery	504 / IEP Plans
Serious Illness, Doctor Verified	Spectator Attendance at State Events
Court Related A	College Visitations (2)
Suspensions	Weather Related (Confirmed by State Patrol)

b. Absences ~

Illness	College Visitations (3 or more)
Court Related B	Planned Absences
Church Activities	

c. Unexcused Absences ~

- Truancy Unverified Absence
- A planned absence without prior notification and make-up
- d. Court Related A: Court related absences other than described in B
- e. Court Related B: Court related absences due to a student's civil or criminal misbehavior

5. DUE PROCESS

- a. Students who exceed the nine (9) absence limit may petition the principal for an extension.
- b. The parent/guardian will be notified when the student is on pace to reach 20 absences in a year (5 per quarter).
- c. Attendance decisions regarding students who are in the resource program, who's educational program is governed by an Individual Educational Plan (I.E.P.) will be made by the student's multidisciplinary team (M.D.T.) and the principal.

- d. Students who skip school will be classified as truant (unexcused absence). Truancy may result in detentions, or in/out of school suspension.
6. ATTENDANCE INCENTIVES
- a. There will be a special recognition of students who have missed one (1) day or less each quarter.
 - b. At the discretion of the classroom teacher, there may be excusal from certain classroom assignments (final exam, written report, etc.) for students who have a 95% or greater attendance per semester.
 - c. There may also be special rewards for students who have a 95% or greater attendance.
7. 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 the attendance officer is included in the salary for the superintendent or designee. When students are absent from school, district staff will respond as follows:
- a. A member of the staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
 - b. After a student's fifth absence in any given quarter, the school's attendance officer, principal, will contact the student's parent or guardians and may schedule a meeting.
 - c. This meeting must be attended by the attendance officer (principal), parents, school counselor and the student (if appropriate).
 - d. The meeting will be documented.
 - e. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.
8. SECOND STAGE RESPONSE TO ABSENCES
- As per state statute, students who accrue more than 20 absences in a school year may be referred to the county attorney for action

EXCESSIVE ABSENTEEISM - Habitual truancy shall be five days per quarter (or twenty days of absences per year) or hourly equivalent. The twenty days should not include absences due to extended illness or other extenuating circumstances. Excessive truancy may lead to notification of the County Attorney.

Students will not be excused from school before dismissal time without a note or phone call from their parents. **Parents must check in at office before their child can be excused from class**

APPOINTMENTS ~ MEDICAL AND DENTAL - Whenever possible, medical and dental appointments should be scheduled before or after school and on weekends. If an appointment must be scheduled during school time, the office is to be notified and parents **must** check in at the office before children can be excused from class.

TARDIES - If a student is not in the appropriate room as assigned when the take-up bell rings (after a three (3) minute "passing period"), because he/she was detained by a school official, it is the responsibility of the student to obtain a pass from that official explaining the reason for his/her tardiness. Such a tardy is a "school tardy" and will not count against a student. All other tardiness will result in corrective action. Students may only have three (3) "non-school tardies" per semester per class. On the fourth (4) tardy, the student will be assigned one (1) detention. On the fifth (5) tardy, the student will be assigned two (2) detentions. On the sixth (6) tardy, the student will be assigned three (3) detentions. On the seventh (7) tardy, in-school suspension will be given and additional suspensions will be given for additional tardies.

OPERATIONAL RULES

Building Hours – **The building will be open for students from 8:00 in the morning until 4:00 in the afternoon.** *If students wish to be in the building either before or after this time, they must make special arrangements with a teacher.* If there is some special reason why students need to be in the building outside of the regular hours, the teacher who is the sponsor of that activity *must be present* in the building with them or make arrangements for a sponsor. **At no time** will a teacher give an un-sponsored student a key to be in the building.

During cold and/or inclement weather, students will be allowed to wait in the lunchroom or auditorium before the regular time. The southwest building door will be locked and used as exit-only until after classes start.

Closed Campus – Pawnee City High School operates on a closed-campus policy. Students must stay on the school grounds from the time they arrive until dismissal. To be excused from school early a student **must** present a written request signed by a parent/guardian to the high school office prior to 8:30 a.m. If you leave the building because of illness or any other emergency, you **must** sign out at the office and contact a parent or guardian. Failure to follow the proper procedure could result in detentions and/or suspension.

Calendar – The official calendar for all school events is in the office of the Principal and is also available on the school website; before any event is placed on the calendar or scheduled, the Principal must approve it. It is the responsibility of the sponsors to place their events on the calendar, and the events between schools have priority over organizational meetings within the school.

Transfers & Withdrawals – Credits of students transferring into this school district from *state accredited schools or school districts* will be accepted at face value. Credits of students transferring into this school district from *state approved schools or approved school districts* will be subject to evaluation of their educational experience in a manner determined by the professional staff under the general direction and supervision of the Superintendent of schools. The placement of such students will be based upon the results of such evaluation.

Credits of students from *non-accredited correspondence schools and non-approved and non-accredited private elementary and secondary schools, along with foreign schools* will be subject to evaluation by the professional staff under the general direction of the Superintendent of schools. The placement of such students in this school district will be based upon the results of such evaluation. Pending the outcome of the evaluation procedures, the Principal will give such transferring students probationary assignments to teachers and classes.

Correspondence Courses – The Principal must approve all correspondence work in advance. If the course is to be credited toward a high school diploma, the course must be completed no later than April 15th of the year the diploma is to be granted.

If a correspondence course is taken to replace a course failed or is equivalent to the regular classroom course the student must bear all cost. No more than ten (10) hours of correspondence work will be accepted toward meeting graduation requirements if equivalent courses are available in the regular high school curriculum.

Ordinarily no more than twenty (20) hours of correspondence work will be accepted outside of the Pawnee City High School curriculum. Students who wish to enroll in high school correspondence courses must pay the tuition.

Work Release – Students must have passing grades to be admitted to the work release program and then must keep up their grades. Applications for work release must be submitted at the beginning of each semester even if the work release does not begin until later. Students on work release will not receive credit for the time released nor will they be able to enroll for study halls or teacher aides. Forms will be available in the counselor's office and the student will follow all the rules on the form.

Progress Reports – Our school tries to emphasize the positive in our students. Whenever a teacher feels that a particular student has done something exceptionally well, an Up Slip should be sent home. *Up Slips may be sent home at any time during the school year.*

If pupils are doing unsatisfactory work, a note of warning and explanation is mailed to parents during the quarter. Down slips will be mailed and/or e-mailed each time a student is placed on the ineligibility list.

Parent/Teacher Conferences – Some of the information that schools and parents need to share can be communicated best in parent/teacher conferences. Your school provides two (2) scheduled conference with parents each year and others can be arranged as needed. The first Parent/Teacher Conferences will be held in September. **IT IS VERY IMPORTANT THAT PARENTS/GUARDIANS ATTEND PARENT-TEACHER CONFERENCES.**

Report Cards – Report cards will be handed out at the end of each nine (9) weeks. Pupils entering school for the first time after the school year has started must be in school at least 4½ weeks prior to the date report cards are issued to be entitled to a report card.

SCHOOL CLOSINGS

The radio stations KTNC-Falls City (1230 AM), KNZA (101.3 FM), KETV (Channel 7) and KOLN-TV – Lincoln (Channel 10-11) will carry all school closing announcements due to inclement weather or other emergencies. We will also be using the *SchoolReach Instant Parent Contact*. Please be sure to keep us up to date on phone numbers so you are on the calling list. We will use this calling service for other informational notices and emergencies. Telephone lines should not be tied up by calling the school for closing information.

Athletics – Pawnee City High School is a member of the Nebraska High School Activities Association, Pioneer Conference and MUDECAS Conference. A student who participates in any interschool contest (athletics, music, speech, etc.) must conform to the eligibility requirements of these associations.

Activities—Student Participation – The faculty and administration of Pawnee City High School encourage students to participate in extra-curricular activities, but only if it doesn't interfere with their basic education. There will be a weekly down list for students. Any student who has a failing grade in two (2) or more subjects or a failing grade in one (1) and an incomplete in another class will be not be allowed to participate in all extracurricular activities involving other schools during the following week. The period of ineligibility will be from Tuesday morning to the following Tuesday morning. Exceptions are: *Homecoming Dance, Junior-Senior Prom, Junior High Class Outing and Graduation*. Any student placed on the ineligibility list for incompletes must have all incomplete work made up and turned in with a reasonable amount of time being given for grading in order to be able to participate in any activities. Class grades will be based on an accumulative average and must not be below a 70% average. The office will distribute this non-participation list on Mondays, if school is in session.

All students who have been absent in the morning due to illness must report to the main office by 8:30 a.m. in order to take part in any activity or practice during the remainder of the day or at night. All other absences will be judged on an individual basis.

Pawnee City Schools prefer that as many different students as possible be involved in the various leadership positions and are encouraged to limit themselves to what they are capable of handling.

Initiations and Hazing (Board 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.

Insurance – A student accident insurance will be made available on a plan to be optional with the parents and the cost paid by the parents.

Library, Media Center and Study Hall – All students in an assigned study hall will be assigned a seat, and they will remain in these seats until the roll has been taken.

Each study hall supervisor will determine speaking privileges and other rules of conduct in the study hall or media center. The supervisor of the study hall, library or media center will regulate the physical operation of the room.

Students entering the study hall, library and/or media center must report to the teacher and present a pass from the classroom teacher before using the library, media center or before taking a seat in the study hall.

Other than reference books, all library materials can be checked out for two (2) weeks. All books marked *reference* are NOT to be taken from the library. Disciplinary action can be given to students for taking reference books from the library.

Reserved books may be checked out from the Librarian for one (1) period or overnight. If they are checked out for overnight, they MUST be checked out during the seventh period and must be returned in the first period of the next morning.

Students will replace any lost or damaged books.

Pass – Students will be expected to be in one (1) of the following places during the day: 1) Classrooms, 2) Supervised Study Hall, 3) Library / Media Center or 4) Sponsored Activity. Students are not to move about the building or grounds without a pass in their possession.

Pupils who wish to leave study hall to work under another instructor must secure a pass from that instructor. This pass must be signed by the instructor and returned to the study hall before the pupil is excused.

Teachers who find it necessary to have a student dismissed from a class to work on another activity must fill out the necessary pass and have it cleared by the instructor and the Principal.

Lunch Program – A school lunch program is provided. A lunch count will be taken daily (first period in the morning) to aid in determining the number of meals to prepare. If you indicate that you are going to eat school lunch, then you are expected to fulfill that obligation.

School lunches may be purchased at the lunchroom. The cost of a meal for students in grades 7 – 12 will be established by the Board of Education.

Secondary Breakfast	\$1.80
Secondary Lunch	\$2.65
Extra Milk	\$.45

Meals are to be prepaid. On occasion, the students will be allowed to charge meals up to a maximum of five (5) meals at which time, you may not get seconds or ala carte until you are in a positive balance. If there is a continuation of charging no further lunches will be served to the student.

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complain Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office or Adjudication, 1400 Independence Ave., SW, Washington DC 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish).

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

Lockers – At the beginning of each school year students will be assigned a locker. It will be the duty of each student to keep his/her locker neat and orderly and the door closed. The school will do what it can to prevent unauthorized entry in other students' lockers; however, the best way to avoid thefts is to keep money and other valuables out of lockers. ***Pawnee City High School is NOT responsible for any valuables lost or taken from student lockers.*** The school has the right to search student lockers at any time.

Communicable Diseases

It is the intention of the Board of Education to prevent the spread of contagious diseases, especially those that are spread by general and incidental contact with students carrying the disease. Of particular concern are those communicable diseases, which include head lice, body mites and other similar infestations or rash illnesses. Students returning to school must be nit free before attending classes.

In general, a student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion (Legal Reference 79-4, 177). **(Board Policy 5023)**

Head Lice - As stated above, it is the intention of the Board of Education to prevent the spread of contagious diseases. Since head lice are especially contagious, it is the Board's position that any child who is found to have head lice is subject to an emergency exclusion **(Board Policy 5062)**. **Such student will not be allowed to return to school until they have been treated AND are nit free.**

Bed Bugs - As stated above, it is the intention of the Board of Education to prevent the spread of contagious diseases. Since head lice are especially contagious, it is the Board's position that any child who is found to have head lice is subject to an emergency exclusion **(Board Policy 5064)**. **Such student will not be allowed to return to school until they have been treated.**

ADMINISTERING MEDICINES TO STUDENTS

It is the preference of the Pawnee City Board of Education that neither prescribed nor over-the-counter medications be brought to school or administered at school if at all possible. It is the parent's and student's responsibility to have their family physician be aware of this policy in order that the medication(s) prescribed may be administered at times that do not involve the student's time at school or at school activities.

School personnel designated by the Principal may give prescribed medication, which must be administered during the day. This medication shall be kept in a secured cabinet or safe. The parent or guardian must provide the medication in an individual pharmacy labeled bottle for the student who is to receive it. The label must include the name of the child, time of day the medicine is to be taken and expected duration of treatment.

Permission for giving medication at school shall be signed by the parent or guardian and physician, and filed in the office for the student who is to receive medicine. Secondary level students on prescribed drugs may be allowed to take their medication and thus relieve adult school personnel of this responsibility. If such is the case, the written permission and/or the receipt of the parent's receiving the student handbook shall verify that the student is responsible for administering his/her own medication thus releasing liability against the district.

The Superintendent shall organize a practical plan for the administration of medicine subject to the physician's recommendation. The precise time and medication dose should be clearly stated so that in the absence of designated personnel, specific directions are available. **(Board Policy 5024) Additional information and forms are contained later in this handbook.**

Lost and Found – Articles that are found should be turned in to the high school office upstairs, and inquiries as to these articles may be made at the same place.

Telephone – Acquaint your parents with your class schedule so that they will not call you in classes. Students will not be excused from classes for telephone calls except in an emergency. The phone in the high school office will be the phone for the students to use when permission is given. All phones other than the one in the office are not for student use. The Pawnee City School phone number is 402-852-2988.

National Honor Society – To be eligible for membership consideration, students must have a cumulative grade point average of at least 90.0%. Additionally, potential members must meet high standards of leadership, service and character. The faculty council evaluates members of the senior class, junior class and 3rd semester sophomores each school year for possible admittance.

Leadership is based on the student's participation in two (2) or more community or school activities. To meet the service requirement, the student must have been active in three (3) or more service projects in the school and community. Character is measured in terms of integrity, behavior, ethics and cooperation with both students and faculty. A faculty council screens students.

Dances – All school dances are to be restricted to Pawnee City High School students and their outside dates, except the Junior-Senior Prom, which is restricted to Juniors and Seniors and their dates and the workers. Any dance sponsored by any group will be governed by the school board policies concerning dances. School dress codes will be in effect except for Prom, which will require formal wear. Any organization wishing to sponsor dances and using school facilities is required to submit its dance policies for review by the administration and school board before holding its proposed dance.

No dance will be scheduled on weekdays except Friday. The time is to be as nearly as possible between the hours of 7:30 p.m. and 11:30 p.m. Homecoming and Prom may last until midnight (12:00 a.m.). Each dance must be sponsored by at least two (2) faculty members.

Pupils once admitted to the dance or activity are to remain until the close of the dance. Should they leave, re-admittance will not be permitted.

Guests may attend under the following conditions:

1. The guest must have a date with a Pawnee City student, be under the age of 21 and be signed up for by the student at least one (1) day in advance.
2. The guest must conduct himself/herself in the same manner that is expected of Pawnee City students.
3. The Pawnee City student will be responsible for the conduct of his or her guest.
4. All students and guests must register at the door before entering the dance area. Once you leave the activity, you are not permitted to return. The Prom banquet and dance are considered one (1) activity.

Drills—Fire or Tornado – In the event of a fire drill or tornado, the School Safety Plan that is posted in each classroom or office will be followed. Class sponsors and instructors will take roll and report all absenteeism to the Superintendent or his designee. All instructors should stay with their classes and be able to account for all students in the aftermath.

Dress - How students dress for school reflects their commitment to the important business of school, and it helps prepare them for the dress code expectations of any career choice they might make. Decisions with regard to what to wear to school should reflect good taste and common sense. We are not getting dressed to go to practice, to go to the gym, to go to bed, or to go to the beach. How we dress does have a psychological effect on how we perform. The goal of what we wear to school is not to make a statement, stand out from the crowd, fit in, or attract attention. The environment/learning process cannot be unduly disrupted because of how we look. A level of modesty is a primary goal that will help ensure appropriate student dress.

Student dress prohibitions during school hours:

- *No foul or suggestive language, drugs and alcohol displayed on clothing

- *Undergarments of any kind (undershorts, bra straps, tank tops designed to be worn as undershirts) may not be exposed
- *Uncovered tight/form fitting articles such as spandex, (yoga pants) & tank tops
- *Pajama/lounge pants and slippers
- *Shirts with sleeves/sides cut exposing chest
- *Shorts/skirts that do not extend to the tips of the fingers with arms at side
- *No caps/hats on in the building
- *Dress for success

The administration and staff urge parental cooperation in avoiding problems regarding dress, grooming, and personal conduct. Shorts are allowed, as long as they extend beyond the tips of the fingers. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students.

PCPS staff has the authority to enforce these expectations and the administration may use their judgment in making final decisions on if a student is appropriately dressed for the important business of school. In general school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. **(Board Policy 5031)**

Automobiles – Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body. Students should realize that their parents or guardians are responsible for damages, which may result from their carelessness. **(Board Policy 5033)**

1. There is to be no “hot rodding” near school before or after school.
2. Cars are to be parked in designated areas and under no circumstances are to be driven at noon without special permission of the Principal or Superintendent.
3. Students are not to go to the parking area or cars unless permission is granted.
4. Students driving on permits are reminded that such a permit entitles the student to go only directly to and from school by the shortest route.
5. Students taking part in activities after school are not to move cars until the activity is over and they leave school.
6. Students are not to use cars for errands during school time unless given permission by the Principal or Superintendent.
7. Students are not allowed to park on the street in front of the school buildings during school hours.
8. Careless or reckless driving on school property, which endangers other students, is a suspendable offense.
9. No one is to park on the concrete area south of the Ag shop.
10. Any vehicle parked on school property is subject to school search.
11. *The District reserves the right to revoke the above policy or refuse any student permission to drive.*

Bus Riding – The buses of the school district will call for such school children each morning and will return them to the public road at the point nearest their respective homes, provided, however, that in case of impassable roads by reason of mud or snow or for any other reason, then the buses will come to a point as near the home of each school child as practicable; and the judgment of the driver of the school bus as to the pass ability of the road shall be conclusively accepted as binding upon each of the parties hereto. However, in the event that any school child refuses to comply with the reasonable rules or conduct for bus passengers adopted, the school district, its officers or employees, reserve the right to refuse transportation to the child for such period as the school district, its officers or employees shall deem proper. On the mornings that students are not going to ride, you are asked to call the stop ahead of you or call the driver.

The following rules have been structured to provide all bus drivers and passengers with the safest possible school bus travel. These rules will be enforced at all times when riding on a Pawnee City School bus. These rules have not been structured to penalize student actions on bus trips, but rather to encourage responsible behavior on such trips.

1. No illegal drugs, alcoholic beverages, chewing tobacco or smoking by students.
2. No excessive show of affection will be tolerated on any bus ride.
3. Stay seated at all times when the bus is in motion.
4. When the bus stops at railroad crossings there is to be no talking until the bus begins moving again.
5. All bus drivers and sponsors are to be treated with courtesy and respect.
6. Do not enter or exit the bus through the rear door.
7. All trash (pop cans, food wrappers, sunflower seeds, etc.) needs to be put in the trash container provided on each bus. The bus will be completely clean before students may depart.
8. Students may not stand, sit or lay in the aisle while the bus is in motion.
9. Absolutely no swearing, fighting or roughhousing will be tolerated.
10. Do not yell out of bus windows.
11. Keep arms, legs and heads inside the bus when the windows are open.
12. You may have radios on the bus if you use headphones. No external speakers are allowed.
13. Do not damage or vandalize the bus in any way.

Detentions and other proper discipline procedures can, and will be used when the above rules are not followed. Actual punishment will depend on the severity of the rule that has been abused.

The use of school buses for school activities is a privilege granted by the Board of Education so that the students may take part in out-of-town activities. Bus sponsors for activity trips are appointed by school officials and, therefore, have the same official responsibility as that of the teacher. Students who do not conform to the rules shall be reported by the sponsor and turned immediately into the office. All students must return from school activities on the bus or with their parents. The student's parents must notify the sponsor by speaking with him/her personally and presenting a written note to the sponsors. (**Board Policy 5044**)

RULES AND REGULATIONS

School Discipline – All students during the school day, during home activities or away activities whether they be spectators or participants are responsible for complying with the rules and regulations of this educational institution.

In order to provide a proper educational atmosphere at Pawnee City High School, it is necessary to have a certain expectancy regarding student conduct. Every student should be considerate of the rights and privileges of fellow students and staff members. Keeping these considerations in mind it is necessary to invoke appropriate disciplinary action and parental notification for the following general offenses:

1. Disruption of school
2. Destruction or damaging of school property
3. Offensive language (refers to language unacceptable in the school setting) or behavior
4. Assault and/or battery (fighting)
5. Insubordination – Disrespect
6. Possession and/or use of illegal articles – drugs, alcohol, fireworks, concealed weapons, etc.
7. Theft
8. Gambling
9. Excessive littering
10. Use of tobacco products on school grounds
11. Excessive noise
12. Excessive show of affection
13. Running in halls
14. Throwing snowballs on or near school property
15. Bullying (sexual, physical or mental)

Pawnee City High School believes that there are varying degrees of involvement with many violations. With due consideration for student rights, what will happen to a violator will depend upon the violator himself and the severity of

the offense. The student must fully realize that the general rules and disciplinary actions are for the general welfare and protection of the entire Pawnee City Junior and Senior High School population.

Disciplinary action will generally be within the following categories:

1. Restriction of student privileges
2. Detention
3. In-school suspension
4. Suspension from school (out-of-school)
5. Expulsion
(**Board Policy 5035**)

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which 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. Disciplinary consequences may also include in-school suspension, Saturday school, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to “Principal” shall include building principals, the principal’s designee, or other appropriate school district administrators.

Any statement notices, recommendation, determination or similar action specified in this policy 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. The school uses video recorded surveillance to monitor school property. Footage of misconduct from video surveillance can be used for discipline.

Any student who is suspended or expelled from school pursuant to this policy 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.

Detention – Detention period will be held from 3:40 – 4:10 p.m. Students may be required to serve detentions by teachers or the office. Students will have one (1) day to begin serving detention time unless otherwise specified by the teacher issuing the detention. Students are to report directly to the detention room after last period. The student will be responsible for obtaining his/her own transportation home after detention. Parents will be notified by mail the day the detention is assigned.

While in the detention room the following procedures apply:

1. There will be no talking except to ask questions of the teacher in charge of the detention room.
2. There will be no food or drink in the detention room.
3. Students must keep busy. They are responsible for bringing materials with them. Magazines are not permitted unless they directly apply to homework.
4. The detention period is to be a quiet study time and no distraction or disruption will be tolerated.
5. Failure to appear for assigned detention will result in doubling the number of detentions. Students refusing to serve detentions may be suspended.

Five (5) detentions per nine (9) weeks not counting tardies, eight (8) during a semester, or twelve (12) during a year will be considered “excessive”. Excessive detentions will result in suspension; the number of detentions will determine the length and type of suspension.

Dismissal From Class – The following steps will be used when a student becomes a disruptive element in a classroom. The degree of disruption may necessitate skipping steps 1 and 2 thus each incident will be dealt with according to the severity of the problem. Parents will be notified in writing concerning steps 2 – 4.

1. If a student is disruptive in a classroom, the classroom teacher on a one-on-one basis will confront him in an attempt to bring the behavior under control. This step may be skipped if the severity of the incident warrants it.
2. If a student continues disruptive behavior, detentions will be assigned. This step may also be skipped if the severity of the incident warrants it.
3. The first time a student is sent to the office he/she will automatically serve a maximum of two (2) days of in-school suspension from that class and receive credit for work completed. The maximum will depend on the circumstances surrounding the dismissal and the student's attitude about his/her return to the class.
4. When the student is given a chance to return to the classroom and he/she is dismissed from the class the second time, he/she MAY forfeit all credits for that class during that semester. A conference will be held between the student, teacher, counselor, parents and administration to determine the future educational opportunities of the student.
5. a.) If a student is enrolled in a class that meets for the entire year and he/she is dismissed permanently for the first semester, he/she will be allowed to enroll in the class (if possible due to the requirement of the subject matter) the second semester on probation. If the student is removed from the class *once* during the second semester, he/she will then automatically forfeit all credits for the second semester also.
b.) If a student is dismissed once from a class the first semester and no other incidents arise, he/she will receive his/her semester credit and will be allowed to enter the class the second semester. If he/she is dismissed once during the second semester, he/she will automatically be placed on probation and disciplined according to paragraph "c". If the student is returned to class and is dismissed again, he/she will forfeit all credits for the second semester in that class.
c.) Students will receive credit for any work done during any in-school suspension and **NO** credit for out-of-school suspension.

Short-Term Suspension – The Principal may exclude students from school or any school functions for a period of up to five (5) 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 by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 charge against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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 guardians, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions determined by the principal.

Emergency Exclusion (Board Policy 6031) –

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short-term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion of a student for more than five (5) school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five (5) school days on an emergency basis. If the superintendent or superintendent's designee determines that it's appropriate to consider the extension of an exclusion beyond five (5) days, such consideration shall be considered according to the procedures set for the below:

Notification of Student's Parent(s) or Guardian(s) ~

The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing ~

The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension the exclusion within two (2) school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing ~

If the parent(s) or guardian(s) do not request a hearing within the two (2) school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualification of a Hearing Examiner ~

If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s) ~

The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five (5) school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five (5) school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion~

If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits ~

Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing ~

The hearing may be attended by the hearing examiner, the principal (or designee), the student and the student's parent(s) or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es) ~

The student and his/her parent(s) or guardian(s) may ask a person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardians(s), the hearing office shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony ~

The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witness.

Presence of Student and Witnesses at the Hearing ~

The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony ~

The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations ~

The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision

The Superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student and student's parent(s) or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

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

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law. (**Board Policy 5049**)

Long-Term Suspension

Students may be excluded by the principal from school or any school function for a period of more than five (5) school days but less than twenty (20) school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

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 (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) 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 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(s) or guardian(s). 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 (1) full semester in addition to the balance of the semester in which the expulsion takes effect, as a condition of such suspended action, the student 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 either provide 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 provision 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 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 a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value or repeated damage of 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 (*also see 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 influences 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 (12) years of age but less than nineteen (19) 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 a 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 a person, including sexual assaults or attempted sexual assaults which 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 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, gender, 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 education process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco and any other form of tobacco or imitation, such as 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;
 - g. Sexting or the possession of sexting images (a combination of sex and texting – the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as 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. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude, sleep deprivation and

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, branding, physical beatings, binge drinking and drinking games, sexual simulation and sexual assault;

- i. 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 e-mails to the victims, and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. One the date of the decision to discipline, the principal shall file with the superintendent a written charge and a summary of the evidence support such charge.
2. The Principal shall serve the student and the student's parent(s) or guardian(s) with a written notice by registered or certified mail or personal service within two (2) 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(s) or guardian(s), 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(s) or guardian(s) 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 by suspended immediately to prevent or substantially reduce the risk of (a) interference with and education function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees or school volunteers.
4. Nothing in this policy shall preclude the student, student's parent(s) or guardian(s) or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five (5) days after receipt of the notice, the superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five (5) school days following the receipt of the written notice, but not more than thirty (30) calendar days after receipt, the superintendent shall appoint a hearing officer who shall follow the “hearing procedures” outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty (30) 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). The school district will provide parents with copies of the relevant statutes upon request.

Student Cell Phone and Other Electronic Devices

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully. Classroom guidelines may always apply to the use of cell phones and other electronic devices in individual teacher classrooms.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) 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 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.

While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule 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.

School Police Questioning – A student may be questioned in private and with confidentiality by a police officer at school, with the permission of the parent(s) or guardian(s), but only in the presence of the Principal or Superintendent (except in extenuating circumstances). This opportunity should apply to all peace officers in pursuit of their duties as members of a recognized enforcement office. The police and/or the school should inform the parent or guardian of the child questioned of the substance of the interview as soon as possible. **(Board Policy 5022)**

Property – Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family’s money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the schools by discouraging or reporting such activity by any others. **REMEMBER**, most trouble starts as fun!

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace this item.

Do not tamper with fire alarms, fire extinguishers or other any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency in addition to suspension.

Drugs, Alcohol and Tobacco – All students have the right to attend school in a drug free environment conducive to good learning. The use of illicit drugs, alcohol or other substances is not only illegal, but also it interferes with both effective learning and the healthy development of young people. The educational system has a fundamental and ethical obligation to prevent drug abuse and maintains a drug free and safe educational environment, not only throughout the schools, but also in all school related activities.

Pursuant to its statutory authority to adopt policies, rules and regulations necessary to protect the government and health of students in the school district, the Board of Education of the Pawnee City Public Schools has determined the possession or use by students of tobacco or tobacco products, electronic cigarettes (e-cigs), vapor pens or similar technology, alcohol, narcotics or other dangerous and/or illegal drugs shall be prohibited:

1. During the school day
2. On school grounds
3. By a participant in school activities
4. As a spectator at school activities involving Pawnee City participants
5. Off school grounds, if there is a substantial interference with school purposes

Enforcement of disciplinary sanctions shall be in accordance with the procedures established by the Pawnee City Public School policies. This will also include contacting the local law enforcement of any violations. The use of any “alternative nicotine products” is now a crime for any person under the age of 18, but also the use by any student during the school day, on school grounds, who is participating in school activities or a spectator at school activities involving Pawnee City participants. **(Board Policy 3016)**

Sexual Harassment of Students by Other Students (Board Policy 5027)

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. 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: Mr. Brian Rottinghaus at (402) 852-2411, brottighaus@pawneecityschool.net 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: Mr. Brian Rottinghaus at (402) 852-2411, brottighaus@pawneecityschool.net 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: Mr. Brian Rottinghaus at (402) 852-2411, brottighaus@pawneecityschool.net 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.

Sexual Assault – If criminal charges for sexual assault have been formally filed against any employee, certified or non-certified, on the basis of alleged criminal conduct committed on the school premises or within the scope of school employment, the employee shall be suspended with pay without prejudice pending the outcome of the trial. No hearing regarding, or evaluation of, the alleged conduct shall be made until the criminal matter is dismissed or decided.

Parent Involvement in Education – The Pawnee City School District No. 1 (Pawnee City Public Schools) after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide full access at reasonable times to the parent of any student of this District to review textbooks, tests, curriculum materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall cause to be prepared a complaint form, which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes to be appropriate for his/her student to be excused from testing, classroom instruction and other school experiences that the parent might find objectionable. The superintendent or his/her designee shall make a provision on the complaint form herein above referred to for receiving information from a parent concerning what specific testing, classroom instruction or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in SS79-4, 157, the Federal Education Right to Privacy Act and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It shall be the policy of the District to use only testing methods and testing instruments that are not an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educative standards or otherwise educationally appropriate.

It shall be the policy of the District to conduct student surveys judicially with full consideration to the fact that certain parents may find certain items of survey objectionable. It shall, however, be the policy of the District to not generally exempt students from any school authorized survey since to do so might impair the validity and accuracy of such a survey. It shall be further the policy of the District to notify parents on any surveys or standardized testing that may be scheduled with the school district.

It shall further be the policy of the District to prohibit any diminution in grade, credit or other deterrent to the student as a result of having been excused from any school experience or school activity as a result of objections by his/her parent or parents under this policy. **(Board Policy 5018)**

COMPUTER LOAN AGREEMENT & STUDENT INTERNET AND COMPUTER ACCESS

Apple MacBook Laptop Computer, Apple Laptop Charger, Apple Carrying Case – The listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A fee of \$35.00 is assessed each year for the use of the computer at school and away from school and to cover the school's cost if any damage should occur. If you choose not to pay the fee of \$35.00, the laptop may only be used at school. Each computer is insured by the school's insurance policy. **(Board Policy 5037)**

1. Damage to the computer for any reason is the responsibility of the student/parent on a ratio of 40% to the student/parent and 60% to the school district per incident.
2. There is one (1) exception; if the student intentionally damages the laptop; the student will be responsible for 100% of the damage.
3. Students will be responsible for purchasing any accessory computer equipment; and replacement cost will be up to the student (example: disk drive, CDs, disks, etc.).

The equipment is the property of Pawnee City Public Schools of Pawnee City, Nebraska, and is being loaned to the student/parent for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school on a date to be determined or sooner if the student is discharged from the school prior to the end of the school year.

If the laptop is lost, stolen or damaged while in the student's possession, the student/parent is responsible for the replacement or repair based on the same procedures as listed above. The student/parent agrees to indemnify the District against any loss occurring during or resulting from student's possession or use of laptop, including, but not limited to, any claim for infringement or violation of applicable trademarks and copyrights attributable to the students use of District property.

The laptop may be used by the student/parent only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license, and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license.

The student/parent may not install or utilize any software in connection with the use of the laptop other than the software owned by the District and made available to the student/parent in accordance with this computer loan agreement. The student/parent also agrees not to make any unauthorized use of or modifications of such software.

The student/parent acknowledges and agrees that his/her use of the laptop is a privilege, and that by this agreement, the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and to return the same in good condition and repair.

COMPUTER / LAPTOP ACCEPTABLE USE GUIDELINES

Pawnee City Public School's network facilities are to be used in a responsible, efficient and ethical manner in accordance with the philosophy of Pawnee City Public Schools. Access to the Pawnee City computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges or legal action.

The Superintendent and his designee, as well as the Technical and Information Services Administrator may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Students do not have a right to privacy when they use school equipment or electronic systems and that the computer may be inspected and its contents reviewed by school personnel at any time.

Laptop Computer Security Policy –

1. Students must have laptops with them, in their school lockers or in a designated area (locked in locker). Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
2. Laptops must be kept in the computer case issued with the laptop at all times when not in use. Book bags and backpacks with laptops in their case should not be thrown or tossed around.
3. Students are not to get out their laptops in the classrooms until instructed by their teachers to do so.
4. Students are not to deface their laptops or carrying cases in any way, for example, with stickers, tape, whiteout, marking pens, etc. unless authorized by administration or technology coordinator.
5. The school's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he/she should immediately notify a teacher.
6. Use of the computer (including e-mailing, gaming, social networking) for anything other than a teacher-directed or approved activity is prohibited during the school day.
7. Computers may not be used to record (audio or video) recording of others without the consent of all those being recorded.
8. If the student has specific class needs for additional software or wants to add personal software, the student must request approval prior to the installation. The amount of storage used in the laptop will be determined by the school administration.
9. Students are allowed to listen to music during the regular school day when permission is given by their teacher and/or administrator (abiding by copyright laws).
10. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
11. Students may access only those files that belong to them for which they are certain they have permission to use.
12. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action. The student's airport shall always remain open.
13. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
14. Sound must be turned off at all times, except when being used as part of the class.
15. Cleaning the screen is to be done with an approved cloth.
16. Pawnee City Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, **but are not limited to**, the following:
 - a.) The user shall not erase, change, rename or make unusable anyone's computer files, programs or disks.
 - b.) The user shall not use or try to discover another's password or another person's e-mail or other files.
 - c.) The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
 - d.) The user shall not let other persons use his/her name, logon, password or files for any reason.
 - e.) The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.
 - f.) The laptop is not to be left in a vehicle during extreme hot or cold temperatures.
 - g.) Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at any time.

- h.) Computers are not to be taken to school activities unless approved by the administration.
- i.) Students are responsible for having their computer and adapter at school each day fully charged.
- j.) Cleaning the screen is to be done with an approved cloth.

Student Expectations in the use of the Internet –

Acceptable Use:

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for their 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.

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 education 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 electronic mail (e-mail), chat rooms, instant messaging or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line 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 or 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. Student 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 forge electronic mail (e-mail) messages or web pages.

Enforcement –

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.

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.
 - d.) Other discipline 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.

Protection of Students –

Children's Online Privacy Protection Act (COPPA):

1. The school will not allow companies to collect personal information from children under thirteen (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 educational purposes.

Education About Appropriate On-Line Behavior:

1. School district staff will educate students about appropriate on-line behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a.) Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b.) Cyber bullying awareness and responses.
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.

STUDENT FEES POLICY

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for free instruction with the Nebraska State Constitution. 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" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular Activities" shall mean 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" shall mean tuition and other fees associated with obtaining credit from a post secondary educational institution.

Listing of Fees Charged by this District –

1. *Guidelines for Clothing Required for Specific Courses and Activities* – Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible 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 will 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 the (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*** – Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The District will provide students with facilities, equipment, materials and supplies, including books; the 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 was lost by the student.
4. ***Materials Required for Course Projects*** – Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.
5. ***Extracurricular Activities*** – The 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. The coach or sponsor will provide students with 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. The District, by activity, may maintain an inventory of used and/or new equipment to fulfill fee waiver requests.
6. ***Musical Instruments and Activities*** – Students shall be required to furnish musical instruments for participation in optional music courses except that a musical instrument shall be provided without charge for accepted fee waivers. The District is not obligated to provide a particular instrument and/or fulfill a student’s request.
7. ***Post Secondary Education Costs*** – Some students enroll in post secondary courses while still enrolled in the District’s 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 both high school and post secondary education 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, except tuition and other fees associated with obtaining credits from a post secondary educational institution.
8. ***Transportation Costs*** – The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.
9. ***Copies of Student Files or Records*** – The District will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the student’s files or records without the payment of a fee, and not fee shall be charged to search for or retrieve any student’s files or records.
10. ***Participation in Before-and-After School or Pre-Kindergarten Services*** – The District will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the District pursuant to statute.
11. ***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.
12. ***Charges for Food Consumed by Students*** – The District will charge for items that students purchase from the District’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.
13. ***School Stores*** – The District shall operate schools stores in which students may purchase food, beverages and personal and consumable items. Such purchases are not subject to any fee waiver.
14. ***Any Other Fee Authorized by Law***

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) “home” fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required 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. Application for allowable fee waivers must be received in the office of the Superintendent of Schools before the activity or project in question is commenced for a fee waiver.

Distribution of Policy – This policy will be included in the Elementary and Secondary handbooks that will be provided to students at no cost.

Student Fee Fund – The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a depository for all moneys collected from students for (1) participation in extracurricular activities; (2) post secondary education costs, and (3) summer school or night school courses. Moneys in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. Students in an activity that depend upon fundraising to offset costs of the activity are required to participate in such fundraising as determined necessary and approved.

Funds to Students – In no case will the District provide funds directly to students to satisfy a fee waiver. Fee waivers must be applied for and approved before an activity begins.

CERTIFICATION

On the 13th day of July, 2015 the Board of Education of the Pawnee City Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to and the use of waivers provided in the student fee policy for the 2015 – 2016 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

FEEES FOR STUDENTS

Administrative Regulation – The following list details the fees charged of students, and the kinds of supplies and materials students are expected to provide for participation in various programs and activities. Students who wish to have particular fees waived must submit a fee waiver application to the office of the Superintendent of Schools.

Fees Charged Within the District – Prior to the commencement of the school year, the school district publishes a list of personal and consumable supplies that elementary students in each grade must provide for his/her use. Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs and the like.

Student Activity Card (per season) – Optional	\$ 0.00~ Fall Season
<i>Covers admission to all extracurricular events.</i>	\$ <u>0.00</u> ~ Winter Season

Student Participation Fee	\$ <u>0.00</u>
<i>Required of all students who participate in athletics and/or other extracurricular activities.</i>	

Industrial Technology Classes	\$ <u>0.00</u>
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National Honor Society	\$ <u>0.00</u>
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Band	Students can provide their own instruments or can choose to rent an instrument through our program.
	Rental Fees:

Percussion	\$ <u>25.00</u>
Non-Percussion	\$ <u>50.00</u>

Swing Choir (Showstoppers)	Students must purchase outfits and shoes selected by the sponsor and/or Student group. The maximum dollar amount charged by the district for these materials will be <u>\$175.00</u>
Football	Students must provide their own shoes, undergarments, and mouth guards.
Track, Volleyball and Basketball	Students must provide their own shoes and undergarments.
FFA	Students must purchase their own jackets and pay dues of <u>\$ 25.00</u>
Dual Credit Courses	Students must pay the tuition fee set by the post-secondary institution.
Breakfast Program – grades PreK-6	
Regular Price	<u>\$ 1.80</u>
Reduced Price	<u>\$.30</u>
Breakfast Program – grades 7-12	
Regular Price	<u>\$ 1.80</u>
Reduced Price	<u>\$.30</u>
Lunch Program – grades PreK-6	
Regular Price	<u>\$ 2.55</u>
Reduced Price	<u>\$.40</u>
Lunch Program – grades 7-12	
Regular Price	<u>\$ 2.65</u>
Reduced Price	<u>\$.40</u>
Lunch Program – Adults	<u>\$ 3.45</u>

HOMELESS POLICY – Pawnee City Public Schools, District No. 1

In compliance with the Education for Homeless Children and Youth McKinney-Vento Assistance Act, the Pawnee City Public Schools, District No. 1, has designated the Superintendent of Schools to serve as the local educational agency liaison for students in homeless situations. The District shall provide an appropriate public, barrier-free education to homeless students. The same services offered to other children will be accessible to them.

It is the intention of this District to conform to the law in the matters of enrollment and attendance of homeless children and youth. The District shall immediately enroll students in homeless situations without waiting for records from the previous school. Placement in the school of origin, or where they are temporarily residing, will be determined by the student’s best interest, and correlated with the parent or guardian’s request if possible. Enrollment disputes will be mediated by the designated local educational agency liaison in accordance with the dispute resolution section of the law. (Please reference Board Policy 5014 for additional information)

Notice of Nondiscrimination (Board Policy 4001)

The School District does not discriminate on the basis of prohibited factors in educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504 Coordinator.

Mr. Brian Rottinghaus
Superintendent
Pawnee City Public Schools
PO Box 393
Pawnee City, NE 68420
(402) 852-2988

ACADEMIC INTEGRITY

Academic integrity is a basic principle that requires students to be responsible for their ideas and efforts. It is dishonest to turn in assignments and tests that have elements of cheating. Students are responsible for understanding what academic dishonesty is and for understanding its consequences.

Academic Dishonesty Includes –

1. Using sources during a test or for assignments that are not authorized by a teacher.
2. Using devices such as phones or computers during a test or for an assignment that are not authorized by a teacher.
3. Helping another student or getting help during a test or with assignments without permission of a teacher.
4. Presenting others' information as one's own and not citing the source.
5. Letting other students copy one's work on a test or assignment.
6. Doing someone else's work for him or her on a test or assignment.
7. Letting someone else do one's work for him or her on a test or assignment.
8. Making up data in lab work or fieldwork.
9. Buying, using, selling or having a copy of any teacher materials such as answer keys and tests without teacher approval.
10. Altering one's grades or another student's grades.

Consequences of Academic Cheating –

1. Teachers may give a student a failing grade for the assignment. This could result in failure of the class.
2. Teachers only need to present basic evidence of student dishonesty. They do not need to prove a student's intent.
3. Students have the right to appeal their punishment for cheating.

EXTRACURRICULAR ACTIVITIES GUIDELINES for Pawnee City Public Schools adopted by the Board of Education

The guidelines established herein for the extracurricular and interscholastic programs of Pawnee City Junior and Senior High School were developed by the cooperation and efforts of the coaching staff, the administration and the Board of Education. They are what we hope to accomplish in our extracurricular and interscholastic programs.

THE SPORTSMAN'S CREED

The Player:

Lives clean and plays hard. Plays for the love of the game. Wins without boasting. Loses without excuses and never quits. Respects officials and accepts their decisions without question. Never forgets that he/she is a representative of the school.

The Coach:

Inspires in players a love for the game and the desire to win. Teaches them that it is better to lose fairly than to win unfairly. Leads players and spectators to respect officials by setting them a good example.

The Official:

Knows the rules. Is fair and firm in all decisions. Calls them as he/she sees them. Treats players and coaches courteously and demands the same treatment for themselves. Knows the game is for the players and lets them have the spotlight.

The Spectator:

Never boos a player or an official. Appreciates a good play no matter who makes it. Knows that the school gets the blame or the praise for your conduct.

Drug/Alcohol/Tobacco Policy Relating to Extra-Curricular Activities – The possession or use of illegal drugs, alcohol or tobacco is prohibited. Anyone participating in extra-curricular activities during the school year that is in violation of this policy will be subject to suspension.

The student, conviction or a signed report by a staff member, will base determination of a violation upon admission. The term of enforcement will be the start of fall practice and will end with the last spring scheduled date or final day of school for that given year.

If a violation is reported, the Activities Director will immediately confront the student. The student will be given two (2) school days to deny or admit to the charges. The Violation Committee (which will consist of an odd number of members made up by the Activities Director, the sponsor(s) of the student in extra-curricular activities program(s) and at least one teacher will meet to determine the veracity of the report and decide on the penalty involved. The student will also be given the opportunity to be present during this meeting.

For the first violation, the student may be suspended for up to eight (8) consecutive events including the following:

Football – 4 games

Volleyball – 6 games

Basketball – 8 games

Track – 4 meets

Fine Arts & Groups – 2 events (speech, drama, music, FFA, student council, etc.)

Consideration will be given for a student who admits that they had violated the policy by reducing the penalties of up to:

Football – 2 games

Volleyball – 3 games
Basketball – 4 games
Track – 2 meets
Fine Arts & Groups – 1 event (speech, drama, music, FFA, student council, etc.)

The administration of these penalties will begin immediately upon final decision by the Violation Committee.

For the second offense, the student will be removed from ALL extra-curricular activities for the remainder of the school year.

Hearing Procedure – Any student suspended for violation of the Drug/Alcohol/Tobacco Policy relating to extra-curricular activities may appeal the decision to an Appeal Board, which include the Superintendent and two (2) teachers. The appeal will not delay the effective date of the suspension unless the School Board agrees to such a delay. If the decision of the Appeal Board is deemed unsatisfactory to the student, he/she has the right to appeal to the Board of Education.

GENERAL INFORMATION

2016 – 2017 Nebraska School Activities Association (NSAA) – Sports Season

All interscholastic sports are divided into three (3) seasons – fall, winter and spring. The division of sports, the date of the first organized practice and the closing of the season shall be as follows:

No individual may participate simultaneously in more than one (1) sport per season.

SEASON	OPENING PRACTICE	CLOSE OF
<u>FALL</u>		
Football	August 8	State Playoff
Volleyball	August 15	State Tournament
Cross Country	August 15	State Meet
<u>WINTER</u>		
Boys Basketball	November 14	State Tournament
Girls Basketball	November 14	State Tournament
Wrestling	November 14	State Meet
<u>SPRING</u>		
Boys Track	February 27	State Meet
Girls Track	February 27	State Meet
Boys Golf	February 27	State Meet

No organized practice may be held in any sport between the close of the previous season and the opening date of practice for the following season. An organized practice shall be defined as such:

FOOTBALL: More than five (5) players under the direct supervision of a sponsor.

VOLLEYBALL & BASKETBALL: More than four (4) players under the direct supervision of a sponsor.

TRACK: More than three (3) athletes under the direct supervision of a sponsor.

CONCUSSION AWARENESS

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed”.

The School District will:

1. Require all coaches and trainers to complete the following on-line course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
**National Federation of High School Sports
Concussion in Sports—What You Need to Know**
2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - a.) The signs and symptoms of a concussion.
 - b.) The risks posed by sustaining a concussion.
 - c.) The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practice or games, until the student:

1. Has been evaluated by a licensed health care professional.
2. Has received written and signed clearance to resume participation in athletic activities from the licensed health care professional.
3. Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

1. The date and approximate time of the injury suffered by the student.
2. The signs and symptoms of a concussion or brain injury that were observed.
3. Any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications. **(Board Policy 6034)**

RETURN TO LEARN/RETURN TO PLAY PROTOCOL

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff until the student is fully recovered. The school's "return to protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom" and accompanying materials and future supplements. Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

The school will also have a "Concussion Management Team" to help assist students and parents with the Return to Learn and Return to Play process.

Please see **Pawnee City School Website – Return to Learn Concussion Protocol** for more information.

PAWNEE CITY JUNIOR-SENIOR HIGH

The athletic program of Pawnee City Junior and Senior High School is designed to provide wholesome opportunities for those junior and senior high students who desire competitive activity in athletics. A program of three (3) sports is available for senior high boys and girls. Three (3) sports are available for junior high boys and girls.

It is our desire to instill in each athlete the image of a true Pawnee City athlete. He or she will:

1. Consider all athletic opponents as guests at Pawnee City Junior-Senior High and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without questions.
3. Never use abusive or irritating remarks from the sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake – not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for players, coaches and fans.
8. Win without boasting and lose without excuses.
9. Do all within your power to make the entire athletic program something we will always be proud of.
10. Respect all school property.

Any boy or girl is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines established in this booklet.

PHILOSOPHY

A great athletic tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the athletes have certain responsibilities to uphold.

Our tradition at Pawnee City High School has been to win so that honor comes to our community, our school and our athletes. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaching staff, the athletes and the student body. We will always play every game “to win”. In doing so, we will always maintain respect for our school, our opponents and most of all ourselves.

We will also play to win every game at the junior high level. But, we will also remember that it is at this level that athletes of varsity ability are made. Besides placing the emphasis on winning, it is our philosophy to give as many individuals as possible the opportunity to play so that they may develop the necessary fundamentals in order to participate at the senior high level. By participating in the interscholastic program, we hope that all athletes are able to derive some of the individual values and benefits of the program.

Responsibilities to Yourself – We like to think of an athlete as being someone special in that certain responsibilities are imposed on him/her. An athlete is one who accepts these responsibilities and broadens himself/herself and develops strength of character. Athletes owe it to themselves to get the greatest possible good from their school experiences, their studies and their participation in the other co-curricular activities, as well as from athletics. You owe it to yourself always to do, whatever you do in life, to the best and fullest of your ability.

Responsibilities to the School – By being an athlete, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being an athlete, you are representing your school and your community.

You automatically assume a leadership role when you are on an athletic squad. The student body and citizens of the Pawnee City community know you. You are on the stage and the spotlight is on you. The student body, the community and other communities judge our school on your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you. Do not let them down – give them high ideals to copy.

Responsibilities of the Coaching Staff – Since there is a great tradition behind athletics at Pawnee City Junior-Senior High, the coaches feel that they have the responsibility to give the community the best possible team with the available

talent each year. Coaches of Pawnee City Junior-Senior High are dedicated to this fact, as they are well aware of the tradition, which has been built up over the years. Winning will always be utmost in every coach's mind, but they are well aware of what must be done to win and win in the proper manner. Each coach will develop a starting team based upon talent, dedication, enthusiasm and leadership, not necessarily by seniority.

All coaches will follow the Nebraska Coaches Creed, which reads:

I BELIEVE interscholastic sports have an important place in the general educational scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.

I BELIEVE the other coaches of interscholastic sports are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all that I can do to further their efforts.

I BELIEVE my own actions should be so regulated as to reflect credit to this profession.

I SHALL abide by the rules of the games in letter and in spirit.

I BELIEVE in the exercise of all the patience, tolerance and diplomacy at my command in my relations with all players, coworkers, game officials and spectators.

I BELIEVE proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean, healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carryover and will aid each one connected with the sport to become a better citizen.

I BELIEVE in and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Those of you who want to be a part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic athletes at Pawnee City Junior-Senior High.

These guidelines are drawn from the philosophies of the present coaching staff and administration, existing school policies and from the policies set up by the Nebraska Association of High School Activities (NSAA).

Practice Regulations ~ Pawnee City Junior-Senior High – In order that we may always have a well-rounded athletic program at Pawnee City High School, and because of limited facilities for some sports, the following guidelines are followed concerning off season unorganized practices.

1. During the time between the close of the school term and organized fall practices, there will be no restrictions on unorganized practices.
2. Nothing will ever be done by any coach or athlete to take away from the sport in season.
3. Coaches will encourage their athletes to participate in another sport during the off-season.
4. Daily off-season practices will always start after the practices of the sport in season and will be concluded before the daily practice of the sport in season ends so as not to interfere in any way with the sport(s) in season.
5. If an individual is dropped from a squad because of disciplinary reasons, by the coaching staff or if/she quits on his/her own accord, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she quit is completed or has been give permission by the coach.

Participation of Other Teams – Any individual who is a member of any Pawnee City High School interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he/she is a member of a Pawnee City High School interscholastic squad. (example: town team basketball)

Team Travel –

1. TRANSPORTATION – Pawnee City's athletic teams and staff members travel to and from athletic events by school bus or school-furnished vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used.

All members of a team will return from a contest by the same transportation provided for taking them to the contest. Exception: An athlete may continue on a trip with his/her parents after a contest or return home with them. The athlete's parents must sign a release form at the event before the athlete is allowed to leave. If a parent wants their son/daughter to leave with someone else, they must make oral AND written notice before the student leaves for the event.

2. DRESS – Dress of team members should be clean, neat and in good taste.

Participation and Attendance – Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, he/she must contact the coach in advance unless he/she has an excused absence and cannot reach the coach. Unexcused absence from school shall result in a student being excluded from participation on the day of the unexcused absence.

All athletes are always expected to be on time, in fact, ahead of time, for all practices, contests and departures for contests.

All students who have been absent in the morning must report to the main office by 8:30 a.m. in order to take part in any activity or practice during the remainder of the day or at night.

Pre-Practice Requirements – All athletes must meet the following requirements before they start practice:

1. Return a medical physical report to the respective coach. (The athlete must supply the doctor with a medical history report found on the backside of the physical card.)
2. Return to the respective coach the required forms.
 - a.) Parental/Guardian permission to participate in the sport (on physical form).
 - b.) Parental/Guardian agreement to the Athletic Guidelines (last page).
 - c.) Parental/Guardian signature regarding athletic insurance (for football).
 - d.) The school will not pay for any insurance.

Eligibility – The school follows the eligibility requirements established by the Nebraska School Activities Association. The part of their established eligibility requirements which athletes should be aware of is this: *“A member shall have credit on the school records for twenty semester hours of school work for the preceding semester.”* The student athlete must also be registered for at least twenty hours during the current semester.

All transfer students new to the school system must have their eligibility approved by the Nebraska School Activities Association prior to any competition. This approval should be initiated through the respective office.

Any athlete who is failing in two (2) or more subjects will not be allowed to participate in extracurricular interscholastic events during the following week. The non-participation list will be made known on Mondays and go into effect on Tuesday, and the eligibility period will end on the following Tuesday. In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

If you do not understand a summary of these rules listed below or you need an explanation of other requirements, consult the high school principal or athletic director.

NSAA RULES

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th day of the current semester.
4. Student is ineligible if 19 years of age before September 1st of current school year.
5. After a student's initial enrollment in grade nine (9), he/she will be ineligible after eight (8) semesters of school attendance. After a student's initial enrollment in grade ten (10), he/she shall be ineligible after six (6) semesters of school attendance.

6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall complete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their residence. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two (2) or more high schools in a district.)
12. A student is ineligible if his/her parents have changed their residence to another school district and the student has remained in former school, which is in a different school district. (*EXCEPTION*: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two (2) or more years, the student is eligible for that school year in the school district from which the parents moved.)
13. A student shall not participate in a contest under an assumed name.
14. A student must maintain his/her amateur status.

Activities on Church Night and Sundays – According to the Nebraska School Activities Association, no athletic contests may be scheduled on Sundays. In addition to this, the school wishes to work cooperatively with the churches of the community.

The policy of the Board of Education states: *“There will be no activities scheduled to last later than 7:00 p.m. (including practices) on Wednesday evening.”* *EXCEPTION*: When an athletic team is required to play in conference, district or tournament competition. The policy further states: *“There will be NO activities scheduled for Sundays.”* *EXCEPTION*: When a team is required to play a contest on Monday on the varsity level, practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the Superintendent.

Equipment – All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should he/she quit a sport. If an athlete fails to check in his/her equipment at the designated time or immediately should he/she quit a sport, he/she will be expected to pay for the cost of replacement.

All collections for lost equipment will be handled in the respective principal’s office.

Lettering Requirements – Each time an individual letters in the Senior High, he/she will be awarded a letter certificate by the coach of that sport at the annual Sports Banquet. The first time, and the first time ONLY, that an individual letters in any sport at the Senior High level, he or she will be awarded by the coach of that sport, the standard chenille letter representative of athletes of the Senior High level. A special chenille letter will be given to all three-sport athletic letter winners.

FOOTBALL:

1. Anyone playing in at least two (2) quarters per varsity contest – eight (8) games equal at least sixteen (16) quarters.
2. Any senior playing four (4) years but never gaining enough quarters to letter may be awarded a letter at the discretion of the coaches.
3. Coaches will have final decision on each letterman.

BOYS & GIRLS BASKETBALL:

1. One (1) quarter per varsity contest.
2. A senior playing all four (4) years but not earning a letter.

3. Quarter qualification is voided if team advances past district tournament.
4. Final decision on letter is up to the discretion of the coaching staff.

VOLLEYBALL:

1. A player must play in one (1) set per varsity contest.
2. A senior playing all four (4) years but not earning a letter.
3. Final decision is up to the coach.

TRACK:

1. Score in a major meet.
2. Score in two (2) minor meets.
3. Participate in twenty-four events at major meets throughout the season.
4. A student will not letter if he/she repeatedly shows that he/she is not willing to put forth the effort or he/she shows that he/she is not interested even if he/she qualified for a letter the first meet of the year.
5. Final decision on letters is up to the discretion of the head coach.

CROSS COUNTRY:

1. Medal in a varsity meet.
2. Final decision on letter is up to the discretion of the coaching staff.

Dressing Room Policies – All athletes will be under the *direct supervision* of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy or endanger the safety of others. The coach in charge will deal with all cases of misconduct while dressing.

Athletes are always to respect all equipment and supplies in the training room. Coaches' offices and equipment rooms are off-limits to all athletes except student managers unless the athlete is asked to enter the office by the coach for a conference.

Code of Conduct –

1. *Appearance* –
 - a.) Athletes shall always be neat, clean and well groomed.
 - b.) All athletes will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.
2. *No Smoking / Use of Tobacco* – There is no place in athletics on the junior or senior high level for an athlete who smokes. An individual who smokes and who tries to participate in athletics is not only hurting himself/herself, but also he/she is hurting the entire team.
3. *No Drinking or Use of Drugs or Any Form of Tobacco* – There is no way to justify an athlete using any form of alcoholic beverages or any form of tobacco or other drugs. Again, they are hurting themselves as well as the team.
4. *Championship Living* – Since athletics are very demanding, an athlete should always use good judgment in such things as his/her outside interests – dating, parties and automobiles.

An athlete needs to remember that they are not only representing themselves but their school and community in all of their actions. We like to think of our athletes as being our best citizens, so therefore, all athletes should remember the following activity policy covering all activities of Pawnee City Junior-Senior High.

5. *Suspension* – Students found, or reported to be in the possession of or use of alcoholic beverages, use of any form of tobacco and/or illegal drugs on school grounds or while attending a school activity shall be suspended from all activities by a school official. The thirty (30) days shall begin the date the school officials are informed of the violation of this policy. If the students expect to participate in the activity after the suspension, he or she must practice with the team but will not be allowed to participate in the contest or event.

Students who wish to appeal a decision may request a hearing with the activities director. If his decision is not satisfactory, they may request a hearing with the Superintendent. If his decision is not satisfactory, they may request a hearing with the Board of Education whose decision on the matter will be final. Students may employ legal counsel to represent them at their hearings if they so desire.

The activities director, the respective head coach or sponsor, and the building principal will review all cases of misconduct by the student concerning the code of conduct policy. Should a student find any of this confusing or should he/she need an explanation of any of the guidelines herein, he/she may request a conference with the sponsor of the activity in season within five (5) days to discuss the matter.

Upon the knowledge of the school of any student being in conflict with the before mentioned policy, a conference will be called within three (3) school days between the student, the building principal and the activities director. All penalties administered to the student by the school as a result of this conference will be outlined in a letter to the parents; should there still remain a question, the parents may then request within three (3) days, a conference between the aforementioned individuals to discuss the matter further.

Guidelines for the Use of the Weight Room –

1. Over-all supervision will be under the coaching staff.
2. The weights will be used for the following purposes and in the following priorities:
 - a.) Physical education instruction – physical fitness program.
 - b.) By the sport in season – program to be designed by the head coach.
 - c.) Off-season practices.
 - d.) Conditioning program for athletes after regular programs have started. This program will not start until two (2) weeks after the regular seasonal programs have started.
 - e.) Summer conditioning program – for all athletes (grades 9-12) for the coming year.
 - f.) Adult education instruction – physical fitness program.

Training Rules – All violations of the general code of conduct and coaches’ training rules could be handled in the following way: Individual coaches may add to basic training rules for his/her sport. First offense will result in ineligibility for the next athletic contest. Second offense will result in expulsion for the remainder of the season.

INSTRUMENTAL MUSIC GUIDELINES

The instrumental music program at Pawnee City includes the High School Concert Band, High School Marching Band, High School Jazz Band, Junior High Concert Band, and Elementary Band. The policies governing these groups can be found in the Instrumental Music Handbook.

SPEECH & DRAMA LETTERING GUIDELINES

One-Act Attendance – Regular practice attendance is expected. There is no understudy to fill in during your absence. Depending on your role, the entire night’s practice may not be able to exist without your character’s presence. If you do have to miss a practice for any reason, you are expected to notify the director in advance. Excessive absences will result in your dismissal from the team.

Transportation – You will ride with the team on school transportation to and from meets. Exceptions must be made in person and also in writing when riding to or from a meet with a parent or guardian. You may not ride home with friends or drive yourself. When we travel, EVERYONE is responsible for helping to load and unload gear, costumes, props and the set.

Costumes, Props and Speech Gear – One-Act costumes and props will be treated with respect. Costumes will be hung up when you aren’t wearing them. Props will be stored in the proper places. Costumes and props must be returned after the last performance. Speech stands and binders are your responsibility and must be turned in at the end of the season. Failure to return any drama property may result in a fine used to replace the unreturned item.

Eligibility – Any actor who is failing in two (2) or more subjects will not be allowed to participate in extracurricular events during the following week. There are only two (2) competitions and two (2) public performances before the state One-Act meet. It is unacceptable for any actor to be ineligible during this time period. Let a director know if you need a study hall or help in class at any time during the season. If additional help with the schoolwork is needed, the director will do what is possible to assist you in getting the help you need; however, it is the student’s responsibility to communicate any concerns to the director. If you are repeatedly on the ineligible list during the early season, you may be replaced.

Code of Conduct – You are expected to be on your best behavior throughout the entire day when we are at a competition and represent Pawnee City Schools in a positive light. Your clothing must be acceptable. If you are asked to change, you will do so. Loud or disrespectful behavior will not be tolerated. If you are representing your school in an unflattering or embarrassing way, you will face disciplinary action such as returning to the homeroom, detentions, possible dismissal from the team or failure to letter.

If you are caught drinking or using drugs either during a competition or during the season, you risk dismissal from the team.

Speech Lettering Requirements – Medal in a major meet.

Drama Lettering Requirements –

1. Major character in One-Act play.
2. Major character in Spring Play or Musical.
3. Minor character in One-Act play AND Spring Play or Musical.
4. Bit part or extra in One-Act play AND Spring Play or Musical with perfect attendance.
5. Student director or crewmember with perfect attendance.

Final decision on speech and drama letters is up to the director. A student may not letter if he/she repeatedly shows that he/she is not willing to put forth the effort needed to make the team successful. A student may letter in both speech and drama.

2016-2017 SCHOOL YEAR

JULY 2016						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	R	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Dates:

August

- 8-Start of FB practice
- 9-New Teacher Orientation
- 10-11 & 15- Teachers Return
- 15-Start of VB & CC
- 15-Back-to-School Evening Open House
- 16-First Day of School-2:00 PM Dismissal

September

- 1-No School-Labor Day
- 12-PT Conf. 4:30-8:00 PM
- 13-PT Conf. 8:00 AM-12:00
- 23-No School for Students

October

- 30-End of 1st Quarter
- 31-No School (Students or Staff)

November

- 10-17- State Volleyball
- 14-Start of BB & WR
- 21-State Football
- 23-2:00 PM Dismissal
- 24-25-Thanksgiving Break

December

- 12-Last Day of Semester-2:00 PM Dismissal
- 23-27-NSAA Mini-tour

January

- 3-Teachers Return
- 4-Students Return (Full Day)

February

- 8-PT Conf. (2:00-8:00 PM)
- 8-12:00 Noon Dismissal
- 10-No School; Staff Development (8 AM - 12)
- 17-Start of Track & Golf

March

- 3-No School (State Girls Basketball March 3-4)
- 9-End of 2nd Quarter
- 10-No School (State Boys Basketball March 9-11)

April

- 14-17- No School (Easter Break)

May

- 4-Last Day for Seniors
- 13-Graduation (2:00 PM)
- 16-Earliest Last Day of School
- 21-Latest Last Day of School
- 12:00 Noon Student Dismissal **
- Final staff workday will follow last student day.

** The Last Day of School will be set by the March BOE meeting to equal not more than 185 teacher contract days.

2:00 PM Early Dismissal for Staff Development

Graduation

New Teacher Orientation

No School; Full Day Staff Development

No School; Half Day Staff Development (8-11:30 AM)

No school

Parent-Teacher Conferences

12:00 Noon Early Dismissal

Full School Day

Flex Day for Weather/Emergency Circumstances **

End of Quarter or Semester

JANUARY 2017						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	R	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	R	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
S	M	T	W	R	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Complaint Form
School Board Policy #2006

Contact Information:

Name _____

Phone Numbers:

Daytime _____ Cell Phone _____

Address _____

Date of incident or concern _____

Individuals involved _____

Individuals who may have witnessed incident _____

Please give a detailed description of incident or concern _____

Did you talk with supervising staff? _____

Date reported _____ Action Taken _____

Concerns _____

Did you report incident to the principal _____

Date reported _____ Action Taken _____

Concerns _____

Did you report incident to the superintendent? _____

Date reported _____ Action Taken _____

Concerns _____

Date of Final decision and notification of complaint _____

=====

I have been provided a copy of the form above:

Parent/Guardian: _____

Student: _____

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building: _____ Classroom/Homeroom Teacher: _____

Date of Meeting: _____ Number of Absences at Time of Meeting: _____

What are the primary reasons the student has been absent?

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistant team for possible Section 504 or IDEA eligibility
- Other: _____

ATTENDANCE PLAN

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: _____

Steps to be taken by student: _____

Steps to be taken by parent/guardian: _____

Steps to be taken by third parties: _____

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Other (indicate title): _____

Notice to Family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than twenty (20) absences, the school district may refer the child to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).***

=====

I have received a copy of the notice above:

Parent/Guardian Signature: _____

Student Signature: _____

MEDICATION IN SCHOOLS

It is the policy of the Pawnee City Public Schools that all students' medication be administered by a parent at home. If under exceptional circumstances a student is required to take oral medication during school hours, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Under no circumstances will prescription medication be administered that is not brought to school in the prescription container, properly labeled, including the student's name, physician's name, and directions for administering.
2. The school district retains the discretion to reject requests for administration of medicine and/or medical attention.
3. We suggest you consult your licensed medical physician on the timing of medication. Some prescriptions can be so written to eliminate the need for giving medication during school hours. Please do not request medications to be given before or after school hours, as staff is not available.
4. Over the counter medication (i.e., aspirin, cold tablets, etc.) will not be administered without written order from a parent and it must be in original package.
5. All medications not picked up will be properly disposed of at the end of the year or when the student is no longer enrolled in the district.
6. All medications administered at school must be stored in a locked container and/or refrigerator.
7. Please only send a one-month supply to school to facilitate storage and administration.
8. All nutritional or dietary supplements will be administered by the above guidelines if ordered by a licensed physician for that student. You are encouraged to give any other supplements at home. If any other supplements are brought to school, they will be housed in the health office for safety reasons, however, the parent and student are responsible for the administration.

I give permission to the Pawnee City Public Schools to administer prescription medications/including over the counter pain medication (aspirin, ibuprofen, etc.) as directed by our licensed medical physician to:

1. Student's Name _____
2. Name of Medication _____
3. Reason for Taking _____
4. Time(s) to be Given _____
5. Amount to be Given _____

Parent/Guardian Signature

Date

Signature of Licensed Medical Physician (if prescription)

Date

PHYSICIAN ORDER FOR MEDICATION

Child's Name: _____ Date: _____

Medication Name: _____

Dosage: _____ Route: _____

Frequency: _____ Times Needed at School: _____

*Special Instructions: _____

Medication Name: _____

Dosage: _____ Route: _____

Frequency: _____ Times Needed at School: _____

*Special Instructions: _____

Medication Name: _____

Dosage: _____ Route: _____

Frequency: _____ Times Needed at School: _____

*Special Instructions: _____

*Add any additional information required for this procedure.

Physician's Signature/Date/Phone Number Physician's Signature/Date/Phone Number

I (we), the parents/guardians of _____, request that the medication on this form be administered during the school day.

Parent / Guardian Signature

Date

ASTHMA / ANAPHYLAXIS ACTION PLAN

Please fill out and return even in your child has no known allergies or asthma.

Student: _____ School Year: _____

History of Asthma: ___ Yes ___ No

Last date of asthma episode requiring emergency medication: _____

History of Allergies: ___ Yes ___ No

Last date of allergies episode requiring emergency medication: _____

Triggers of Asthma/Allergies: (check all that apply)

- | | | | |
|--------------------|----------------------------|-------------|-----------------|
| ___ Cold Air | ___ Perfume | ___ Carpets | ___ Animals |
| ___ Exercise | ___ Strong Odors/Fumes | ___ Molds | ___ Chalk Dust |
| ___ Aerosol Sprays | ___ Respiratory Infections | ___ Dust | ___ Mowed Grass |
| ___ Humidity | ___ Change in Temperatures | ___ Food | ___ Pollens |
| ___ Tobacco Smoke | ___ Other | | |

Maintenance Medications: _____

Emergency Medications:

- 1.) _____ At School ___ Yes ___ No
- 2.) _____ At School ___ Yes ___ No
- 3.) _____ At School ___ Yes ___ No

Parent's Signature: _____ Date: _____

Parent's Printed Name: _____

Physician's Signature: _____

Physician's Printed Name: _____ Telephone No: _____

Physician's Address: _____

=====

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated

Parent/Guardian Signature Date

Physician's Signature Date

RETURN FORM

In order to confirm that each family has received a student handbook, understand that consistent school attendance is required by state law and to provide the office with information needed for emergencies and communications, it is necessary that this page be signed and returned to school. This return form also acknowledges that you have received the Board of Education's new policy on student attendance and have reviewed it. You may either mail it back or send it with your student(s).

This handbook explains student and school responsibilities and contains school year information. I encourage you to read it carefully. If you have questions, please call the school.

JH/HS Student's Name(s)	Grade	Date of Birth	Hispanic	Race
_____	_____	_____	Yes - No _____	_____
_____	_____	_____	Yes - No _____	_____
_____	_____	_____	Yes - No _____	_____
_____	_____	_____	Yes - No _____	_____

Two persons to contact in case we cannot locate you:

Emergency Contact	Phone	Address	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

Family Doctor:

Name	Address	Phone Number
_____	_____	_____

Place of Employment:

Father _____ Mother _____

**School Messenger calls will go to the Mother's Cell Phone, and Father's Cell Phone, and Home Phone listed on this sheet. To opt out of the calls going to one of these numbers and not receive these messages, please call 402-852-2988.*

Father's Cell Phone _____ **Mother's Cell Phone** _____

Home Phone _____

Father's E-Mail Address _____

Mother's E-Mail Address _____

Mailing Address	City	State	Zip
_____	_____	_____	_____

Indicate if you wish your student(s) excused from any of the above listed instruction, assembly, testing, etc. and please indicate any suggestion you have to an alternative experience. YES, I want my student excused from the above listed experience. NO, I do not want my student excused from the above listed experience.

Circle: YES NO

If no alternative is suggested, the Administration shall direct the appropriate personnel to make reasonable efforts to provide an alternative school activity or school experience for the activity or experience from which the student(s) have been excused.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK(S)

The 2016-17 Student-Parent Handbooks of Pawnee City Public Schools are available on the internet at the school’s website at www.pawneecityschool.com.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2016-17 Student Parent Handbook(s). Using the internet to access the handbook(s) will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook(s) when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return this form to the Principal’s Office no later than August 19, 2016. If a paper copy of the Student-Parent Handbook(s) is desired, paper copies will be provided to the family only after this form has been returned to the school signed.



Thank you for providing the 2016-17 Student-Parent Handbook(s) online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook(s) in a satisfactory manner via the internet.



I prefer a paper copy of the Handbook(s).

Student’s Name(s) Printed – List all school-age students in your household

RECEIPT OF 2016-17 STUDENT-PARENT HANDBOOKS

This signed receipt acknowledges receipt of the 2016-17 Student-Parent Handbook(s) of Pawnee City Public Schools. It is understood that the handbook(s) contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of nondiscrimination and equity, and that specific complaint and grievance procedures exist in the handbook(s) which should be used to respond to harassment or discrimination.

Date: _____

Parent/Guardian Signature

Parent/Guardian Name Printed