

Sterling Public School

Middle & High School Handbook



**Grades 6-12
2011-2012**

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FORWARD

WELCOME JETS!! We sincerely hope that you will find a place in our school community that is both profitable and pleasant. We are here to help you do just that. In this booklet you will find listed, and briefly explained, many of the avenues that lead toward that goal. You are urged to read this booklet carefully in order that you will not miss any of the opportunities that are offered here in your school.

Your years in high school will be exactly what you make them. If you choose to take advantage of the various offerings of your school, you will find help and counsel. If you shun the opportunities that are offered here, you may encounter difficulty in attaining your goals.

The satisfaction of an assignment well done, the being a part of the life that is going on about us, and the friends we make, are the rewards of good citizenship.

It is our hope that in this year all of us may further participate in the establishment of "SCHOOL LOYALTIES", and "SCHOOL PRIDE". Each student may help in this work by representing our school in the best manner at all times. The many organizations that have been started will be continued and new ones may be started. Every student may work in these co-curricular activities. In order to accomplish these works, our students will be called upon to give much of their time and effort. We feel very certain that by working together we will be able to make our school a better place in which to work, study, and receive a high school education.

In starting this year of service, each of you will be preparing to take your place in society. The school is here for your benefit. What kind of school it is will be created by your attitudes, goals, and achievements. Through the cooperation of the parents, students, faculty and administration, we can make it a year of which we can be proud.

WELCOME TO STERLING HIGH SCHOOL!!

TO THE STUDENT

The Board of Education, the Superintendent, the Principal, and all the faculty members wish to make your experiences at Sterling High School very enlightening and enjoyable. Our school meets the standards of an accredited school in the state of Nebraska; however, this rating may not mean much unless the individual student applies him/her self wholeheartedly. The entire program of this school is geared to the main function of school -- namely to try to give each student an opportunity to develop him/her self mentally, physically, and socially to his/her fullest potential. It is with each student in mind that our school program has been planned. We wish all of you success during this school year.

PROCEDURES IN SCHOOL

Registration:

Registration of classes for 6-12 students will be done in the spring of the school year. Students who have scheduling conflicts will have the first week of school to drop and add classes. If a schedule change is necessary, the proposed change must be approved by the Guidance Counselor and the Principal. All senior changes will be approved only after consulting the student's permanent record.

Class Schedule:

Monday through Friday

Period 1: 8:10-9:00

Period 2: 9:02-9:52

Period 3: 9:54-10:44

Period 4: 10:46-11:36

MS Lunch: 11:36-12:06

HS Period 5: 11:38-12:28

MS Period 5: 12:08-12:58

HS Lunch 12:28-12:58

Period 6: 1:00-1:50

Period 7: 1:52-2:42

Period 8: 2:44-3:34

Locker Assignments:

A locker will be assigned to each student. These lockers are to be kept neat and clean. The school does not take responsibility for any article stolen or lost from the locker. Books, gym bags, articles of clothing, etc., are not to be kept outside the lockers. Frequent violators will be kept after school after a verbal warning from the Principal. The school does not charge a rental fee for lockers, and reserves the right to inspect lockers at any time.

Parking Regulations and Traffic:

Students driving cars or other motor vehicles to school are subject to such rules and regulations as the school may find necessary.

1. Students are permitted to park in the parking lot only.
2. Keep your car locked while it is parked during the school day, or when attending a school activity.
3. Students are not to go to their cars during the school day, including the noon hour, without specific permission from the office.
4. Anyone wanting to work on their car during shop must park their car in front of the shop and pick it up at the shop after school.

5. It is expected that everyone driving in the vicinity of the school will conform with city and state traffic regulations.
6. Use of the school parking areas is a privilege which can be revoked for a cause.
7. Students are requested to use the trash receptacles from in or near the parking lot.
8. Upon leaving the parking lot students are to exit to the south and obey the speed limit.

Because of the traffic problems involved school officials will not allow violations of traffic rules. Complaints will be filed against those who continually violate accepted traffic regulations.

Once cars are on school property administration has the right to check them.

Bicycles:

Students who ride bicycles and scooters are to park them in the rack west of the gym. It is recommended that bicycles and scooters be locked and remain locked throughout the day. The school assumes no responsibility for the bicycles or scooters.

Skateboards :

Skateboards are to be kept in the Principal’s office. Not in your locker.

Shoes with Rollers :

Footwear containing any type of rolling devices are not allowed.

Crosswalk:

Students who need to cross the street on the west side of the school should use the cross-walk provided in the middle of the block. All traffic must stop at this designated walk-way to allow pedestrians to cross. If students do not use the walk-way, traffic must also stop at other places along the street, creating driving hazards and undesirable dangers.

Books and Supplies:

Each student is responsible for textbooks and materials issued to him/her during the year. At the outset, teachers will check your text and note its condition. Should you lose or damage the book, the following will apply:

- (1) Lost book.....Replacement cost (minus depreciation)
- (2) Writing in book.....25 cents
- (3) Torn page(s).....50 cents
- (4) Missing pages or broken binding.....50 cents per page
- (5) Returned unusable.....Replacement cost (minus depreciation)

No charging will be permitted and all fines must be paid before report cards are given at the appropriate reporting period.

Money collected from fines will be handed into the office.

Communications:

There will be two major means of communication with the parents and patrons of the Sterling School District.

1. A monthly newsletter will be mailed around the first of each month and posted on the school website. Special mailings will be made as needed. This newsletter will contain a monthly calendar as posted in the Administrative offices. Each patron in the district, whether they have children in school or not will receive this newsletter.
2. A "Friday Bulletin" will be hand-carried home by students to each home on Friday. The weekly menu for the following week will be printed. Any changes in athletic contest times or sites, departure times for activity buses and any current issues will be contained in this bulletin. This bulletin will be the main school-parent newsletter, and it will be important for parents to help assure that they get home with the students.

Daily Announcements:

Announcements will be read at the end of the first period class each day. They will also be posted on the lower level bulletin board. Special announcements may be broadcast throughout the day if needed.

Telephone Calls:

When an emergency exist, students may be called to the telephone at any time; however, students and parents must realize that classes cannot be interrupted for all calls. If only a message needs to be relayed, the information may be given to the office. The message will be relayed to the student at the end of the class period or at a convenient time through the day.

Use of the office phone will only be allowed in an emergency or when a student is ill. Use of the phone is not an excuse to be tardy to class. Phone calls to students during class time can be disruptive and only emergencies will be put through. A student may return your call on his/her lunchtime. If you wish to call your child during their lunchtime the schedule is posted each school year. Phone calls to students during class time can be disruptive and only emergencies will be put through. A student may return your call on his/her lunchtime. If you wish to call your child during their lunchtime the schedule is posted each school year.

School Insurance:

School insurance envelopes for ordering are available in the school office. They need to be filled out and returned to the school office by the last Friday in August. The insurance covers all sports EXCEPT FOOTBALL.

Use of the Gymnasium and School Facilities:

Permission for the use of the school facilities and equipment must be obtained from the office. The school's daily educational and athletic program shall always have priority in terms of granting permission for use.

Students are not to be in the gym at any time without the presence of a school employee. In no case is anyone to be on the gym floor playing ball with street shoes.

Use of Weight Room:

Students in high school are not to be in the weight room without the presence of a school employee during school hours. High School students may use the weight room after school hours in the presence of an adult. Any patron in the Sterling school district out of school may use the weight room without a school employee present. If problems occur (e.g. misuse of equip., stolen equip., not keeping room clean, etc....) then the weight room will not be open to those people. Patrons may purchase weight room key from the athletic director. Cost is \$60 per year beginning Sept. 1, with a minimum of \$30 from Feb. 1st on.

Use of Restrooms:

Restroom usage is to be limited to between classes, during study hall, before school, after school, unless there is an emergency. We ask that the students cooperate in keeping the restrooms as clean as possible. Teacher discretion is advised in restroom usage.

Passes:

Student passes are to be used if a student wishes to leave the room for any valid reason, such as restroom library work, see the principal, etc. At no time during regular school hours, except between classes, shall a student be in the halls, of any part of the building or grounds without a written pass signed by a faculty member.

Study Hall Rules:

1. No student can leave the room to go to his/her locker, restroom, etc.
2. Students will be an extra minute to get the class before the rotating study hall to go to the restroom, get books, pick up laptops (if permission is given in advance), etc.
3. Before a student is allowed to leave study hall to see another teacher, go to the computer lab, or go to the library, a pass must be received from the teacher. If a pass is not presented, then a phone call MUST be made to the appropriate instructor before the student is allowed to leave the study hall.
4. Teachers WILL monitor students; all students will remain in the classroom.
5. Teachers will have a calendar showing the study hall period for that day.
6. TV's may be on - but only to CNN, FOX, or MSNBC.
7. Any type of makeup work and meetings are encouraged to be done during this time to keep class time disruptions to a minimum. Please give the students notice of meetings so they can make adjustments.
8. If there is a meeting scheduled during the study hall time, students MUST first go to study hall, and you will be dismissed by the office.
9. There will be NO rotating study halls during late starts or early dismissals.

Emergency Exit - bomb threat, fire, tornadoes:

Detailed instructions for emergency exit from the school are posted in each individual room. Students should be certain they know these rules. In case it becomes necessary to exit from the building because of the sounding of the warning system, please remember the following:

1. Never assume it is merely a drill.
2. Walk: do not run. Move in single file.
3. No talking.
4. Move at least 100 feet from the building.
5. Stay with your group.
6. Wait for the signal before reentering the building.
7. No one will take anything with him from the building. Leave books, coats, etc. behind.
8. Middle school and high school classes will assemble in classes across the street west of the school grounds.
9. Class sponsors will check each class to be sure everyone has left the building.
10. Escape routes are marked in each room and students should become familiar with each room.

Home Study:

Each student is expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon the student's degree of efficiency. Since the capacity to learn varies, no definite limit can be set for the amount of home study needed except that required for completion of the assignments. If work cannot be completed in a reasonable time, the student should seek the help and advice of his teachers, or consult with the Principal and/or Guidance Counselor. If the student abides by these suggestions he/she should be successful in all his/her course work and happy with school in general.

Special Help:

Students who are experiencing difficulty in their academic subjects may be advised to come in after school to receive individualized help. If a student is consistently listed on the weekly academic list he/she may be requested to come in for the added academic help. Parents will be notified and their permission received prior to implementation of this procedure.

Absences:

All absences will either be excused or unexcused. The state law is very specific in stating that all students are expected to attend school every day. As a result the only excuse that will be accepted is one for illness, death in the immediate family, bad roads in stormy weather, (country students only) or an absence previously honored by the Principal.

Excused and unexcused absences will be permitted to be made up by the student. In the case of an unexcused absence, fifty (50) minutes of detention time will be given for every class the student missed up to but not to exceed five (5) hours. The Principal will decide if an absence is excused or unexcused.

NOTE: We are asking the parents to be as honest and cordial as possible in dealing with the administration pertaining to absences. If you have any questions as to the validity of your child's absence, please contact either the Principal or Superintendent. We will try in every way to work with you to find a solution if or when your child needs to be absent from school. Feel free to talk with us at any time. **Please call the office or leave a voice mail by 8:00 a.m. if your child will be absent that day. If we do not receive a phone call, we will be contacting you (or one of the names on the emergency card if you are not available.)**

Reporting and Responding to Truant Behavior

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

Excessive Absenteeism

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the child's attendance records documentation of such refusal.
- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration. to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

Reporting Excessive Absenteeism to the County Attorney

If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (ie., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

Reporting to the Commissioner

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Make-up slips:

A student who has missed school because of illness does not need to receive a make up slip. We will be made aware of the absence by receiving a telephone call from a parent or by calling a parent if not notified. It is the responsibility of the student, not the teacher, to get the assigned make up work completed and handed in. The teacher will work with the student to determine when make up work is due.

Excused Absence Known In Advance:

Students may be asked to bring an excuse from their parents to give to the Principal. All class work must be made up before the student leaves the school.

Students who become ill at school must check out at the school office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call from the parents and check out at the school office.

At the end of the quarter or semester if a student has an Incomplete grade he/she should be given a period of ten (10) school days in which to complete their work. If not completed in this time, the student will receive a failing grade for the work not completed. If a student is absent on the day of a quiz or test, the student shall make up the test the day they return to school, if the student has been notified in advance of the test or quiz.

Students will be allowed two days to make-up work up for two days missed and one make up day for every day after that.

Tardies to Class:

If a student is tardy (not arriving to school and being in designated areas when the class bell rings) first period, that student shall be sent to the Principal's office. Students will be allowed three (3) tardies per semester. After the third tardy, he/she will be assigned 15 minutes of detention for each tardy.

Tardies to class (periods 2,3,4,5,6,7,8) will only be excused by the student's preceding teachers if the student has been detained. If a student or students are going to be late to his/her next class, a pass should be obtained before leaving the classroom. For unexcused class tardies, the classroom teacher will determine what type of action will be taken.

Flowers, Memorials, Gifts:

When there is a death in the immediate family of a class member, the class, as a unit, may send flowers or a memorial gift, to the family.

Gifts to Teachers:

It is contrary to Board of Education Policy for groups of students in classes, organizations or activities to collect funds for the express purpose of presenting gifts.

School Closing Announcements:

Information relative to cancellations of school because of bad weather will be broadcast over radio stations KFAB and KWBE and television stations KOLN and KLKN. The School Outreach Phone Notification will also be activated.

Visitors:

All visitors to Sterling Public Schools are asked to report to the office or to have made prior arrangements. Parents are welcome and encouraged to come to visit school at any time. But we do ask that prearrangements be made.

Students shall have the privilege of bringing visitors to school occasionally; however, such visitors must be of school age. These visitors must be cleared through the office of the Principal at the beginning of the day and shall be under the control of the staff while in the building. All visitors creating a problem shall be sent home, and the student who brought them shall lose that privilege.

Withdrawal from School:

If it becomes necessary to withdraw from school, students should do the following:

1. Report to the Principal's office and receive a clearance blank to take to the teachers.
2. Return this blank to the Principal's office with the signature of the librarian, teachers, and Superintendent indicating that all books and supplies have been returned and that all fines and bills have been paid.

3. The parents or guardians must give the school written permission to send the student's transcript of credits and records to the school which he/she will be attending.
4. No transcript of credits can be sent to school, armed forces, etc., unless the above conditions have been fulfilled.

End of the School Year Checkout:

The last week of school each student will receive a checkout slip from the Principal. After all books and materials are checked in to the teacher, the teacher will sign the check-out slip. The student must also get the signature of the Principal, head cook, and the office secretary before leaving school for the summer.

CODE OF CONDUCT

Ethics:

Ethics are established in order to keep the school operating efficiently and according to the philosophy of the school district. Each student should conduct him/her self properly, and be a loyal citizen of his/her school and community at all times. All students will be expected to live by the following guidelines:

1. In Activities: Show good sportsmanship at all times. Do not "boo" officials or players. Be a good loser and a gracious winner. Be especially courteous to all visitors. Observe proper conduct at all activities.
2. Student Attire and Appearance: The Board of Education has determined that a student's appearance and attire at school should be primarily and the parents' responsibility, however, reasonable regulation concerning dress, hair style, and cleanliness is vital, not only to the individual student, but also to those with whom he shares a classroom or locker
3. Student Attire and Hair Styles: Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, lab work, physical education and art. Grooming and dress which prevents the student from doing his best work because of blocked or reduced vision because of hair or sunglasses, and clothes which restrict movement will not be acceptable nor will dress styles that create, or are likely to create, a disruption of classroom order. It is believed that the appearance of a student has a direct bearing upon his behavior and attitudes while at school.
4. Articles of Clothing:
 - a) Shorts are not to be tight, extremely short or revealing. Shorts not allowed include biker short (unless covered by another pair meeting the above requirements), Garbage shorts and any shorts under five inches including running shorts will not be allowed. Shorts that advertise alcohol, tobacco products or drugs are also not allowed.

b) Shirts: No tank tops, sleeveless shirts, muscle shirts, shirts with alcohol, tobacco products, sexual connotations, and drug related names or pictures or shirts or blouses not covering the midriff will be allowed in school.

Students missing school due to changing inappropriate attire will make up time missed.

5. Obscenities: Obscenities written on one's clothing or person or the wearing of undesirable adornments is not acceptable at school or at school functions.
6. Stealing.
7. NO possession of candy, pop, food, etc. in school building without permission from administration.
8. Neatness and Cleanliness: Students are to remove hats or caps when entering the building. Neatness and cleanliness are expected to be obvious in each student's appearance.
9. Attitude: The administration and staff of Sterling High School recognize the importance that each student take an attitude of willingness to work and learn as a key to the success of each student. All attitudes should reflect the best interest of the betterment of Sterling High School and its students.
10. Fighting: Fighting is not permitted on or near the school grounds during school time, before or after school, or at school functions. Attempts will be made to reconcile the fighters after they have been reprimanded for their behavior. Parents of the parties involved will be contacted. Chronic fighters or hazers may be suspended from school to protect the rights of others. Hazers, like fighters, will be reprimanded and the student's parents will be notified if the situation warrants.
11. Disruptive Behavior: the following represent types of disruptive and/or undesirable behavior which are not condoned in Sterling Public Schools:
 1. Insubordination
 2. Running in the hall ways
 3. Excessive noise in the classrooms or hall ways
 4. Swearing or back-talking to teachers or other people in authority
 5. Cheating
 6. Any other activity which negatively affects the educational atmosphere or disrupts the educational process.

Any student guilty of any of these types of misbehavior will be dealt with according to the discretion of the teacher and/or administrator depending upon the nature and extent of the infraction. This may involve reprimands, detention, suspension, parental notification, notification

of the proper authorities if the necessary situation exists. Extreme situations may result in the expulsion of the student from school by the Board of Education in accordance with the laws of Nebraska.

Alcoholic Beverages and Illicit Drugs:

Board of Education rules and regulations regarding student involvement with alcohol or illicit drugs are on file in the superintendent's office and are available for inspection at any time.

Standards and Sanctions:

The standards of conduct apply to all students when they are in school buildings or any school ground during, immediately before, or after school hours. They also apply to any school sponsored function or event whether on or off school grounds. Board policy no. 5136.5 prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by any student. Student use or possession of illicit drugs and/or alcohol is unlawful, wrong, and harmful. Conduct prohibited as described herein above shall include, but not be limited to, the following:

1. possession of any controlled substance, possession of which is prohibited by the law.
2. possession or use of any prescription drug in an unlawful fashion.
3. the possession, use or distribution of alcohol on school premises or as part of any of the school's activities.
4. use of any illicit drug.
5. distribution of any illicit drug.
6. distribution of any prescription drug or controlled substance when such distribution is unlawful.

Disciplinary Sanctions for Violating Standards of Conduct:

Violations of the standards of conduct will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspensions, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

Short Term Suspension - removal from school or classrooms for at least one class period but not more than 5 school days. This may be in school or out of school suspension.

Long Term Suspension - removal from school for a period exceeding 5 school days but less than 20 school days.

Expulsion - removal from school for the period not to exceed the remainder of the school year in which the violation took place.

Students removed from school under the above sanctions will not be on the school grounds during school hours or for any activities during the period of the sanction.

The student will have an option of a reduced sanction by entering an alcohol/drug/tobacco treatment program at their own expense. The student must show progress or successful completion of the program during or before reinstatement.

The reduction of the sanction will be determined by the Administration and the Board of Education.

NOTE: Students out for extra-curricular activities may have other specific rules and sanctions which will be provided by the sponsor of the activity upon joining.

Discipline Progression per Semester:

1. When a student receives a third discipline form resulting in detention or other serious misconduct, he or she must sign a contract saying that he or she will serve a one day of in-school suspension if he or she earns another discipline form.
2. If a student earns another discipline form, he or she will sign a contract saying he or she will serve two days of in-school suspension.
3. If the student earns yet another discipline form, he or she will sign a contract saying he or she will serve a three day in-school suspension.
4. If a student receives any more discipline forms, an out of school suspension will result.

Parents will be notified all along the process and will receive a copy of the signed contract.

Discipline forms will be cumulative until the end of the semester and then start anew at the beginning of a new semester.

Smoking and Nicotine Products:

The Board of Education rules and regulations forbid student use or possession of cigarettes or other nicotine products. The aforementioned board of Education rules apply:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school activity, function, or event.

Any violators will be subject to the guidelines of the "due process" procedure described in this handbook. Violators will be punished as follows for each occurrence of this infraction:

First occurrence - three (3) days in or out of school suspension.

Second occurrence - five (5) days in or out of school suspension.

Third occurrence - expulsion or administrative determination of disciplinary action to be taken.

The administration will notify the parent(s) of the infraction and the punishment. All efforts will be made to work with the parents to insure the infraction does not occur again.

Use of drug authorized by a medical prescription from a registered physician shall not be considered a violation of these rules.

Audio/Visual Devices, I-Pods and Cell Phones:

Audio/Visual Devices, I-Pods, Cell Phones and headsets, etc. will not be allowed in school unless special permission is received from the administration. In an emergency, parents can call the school and the student will be able to go to the office to take or make a phone call immediately. If not an emergency a message will be given to the student as soon as they become available. Following the school day, use of cell phones are permitted. Once cell phones/i-pods are in the school administration has the right to check them.

Consequences for having or using audio/visual devices, cell phone or I-pod in school will be:

1. First time the device will be taken to the principal and parents will be notified.
2. Second time the device will be taken to the principal and parents must come get the device and student must serve a one hour detention.
3. Third time the device will be taken to the principal and parents must come get the device and student will receive a full day in-school suspension.
4. Fourth time the device will be taken to the principal and parents must come get the device and student will receive an increased number of days in-school suspension.

Defacement of School Property:

State law makes the student and parents financially responsible for damage and defacement of school property. This law will be enforced as necessary. (LB 79-4, 121; and LB 28-578)

Water guns, Spit wads, Pea Shooter, etc.:

Water guns, rubber bands for paper wads, pea shooters, etc. are not permitted in the school building at any time. Students who violate this policy will have the item confiscated and will be expected to clean up any mess as a result of this violation. It might also be noted that a student is liable for any damage or injury caused in violation of this regulation.

Knives, Guns, Weapons:

Any item which may cause physical harm to persons or things is not allowed in the school building at any time. If it is necessary to bring any item in the category of a weapon for display purposed, or special use in the classroom, clearance must be received from the Principal in advance.

Detention:

Detention periods will be assigned to those students who exhibit undesirable patterns of attendance, conduct, promptness, as well as other disciplinary problems.

Detention area assigned:

1. Students will not be seated together.
2. Students will not be allowed to talk.
3. Students must keep busy during detention time.
4. If student misses detention time, he or she will have to make up double time.

5. If a student fails to make up the double time within three school days, that student will be subject to suspension for one school day.
 - a) May be an in-house suspension where student does not attend classes but will be assigned to an office or area where he/she will work on assignments for the day.
 - b) May be suspended for one school day and may make up any work missed. If a student is ill, he/she must make up detention time upon return.
6. Detention time will be assigned by the teacher. If a student is not there on time, he/she will be assigned double time.

Procedure in assigning detention time:

1. Teacher will notify student immediately.
2. Teacher will fill out detention form upon their discretion, and
 - A. give student one copy
 - B. give office one copy
 - C. keep one for teacher file
 - D. have detentions served within two (2) days of receipt. Exceptions are at the teachers' discretion.

Curriculum:

All students are required to register for eight (8) classes. Any changes in classes must be made within the first five (5) days in which that class is in session. No changes in classes may be made without referral through the Principal/Guidance Counselor. The Principal in turn will notify the teachers involved with the changes and will act upon a recommendation of teacher and/or parents, and/or students. Dropping a class after the deadline will result in a failing grade, unless special consideration is given by the Principal.

Requirements for Graduation:

There are certain minimum requirements that must be met before a diploma may be awarded.

Students will not be awarded their diplomas until all bills are paid and any make-up time is completed. Other arrangements may be made upon administrative approval.

The pupil class load shall be the regular prescribed courses in the elementary grades, and in high school (9-12) a minimum of 80 semester hours per year is required unless special permission is given by the administration. The regular course load should be at least 6 subjects per day (in grades 9-12).

Students who have completed the 220 hours of credit specified by the Board of Education and have attended eight (8) semesters in grades 9-12 but lack sufficient credits may receive a certificate of attendance. No provisions have been made for early graduation after attaining the minimum number of credit hours.

The Board of Education does reserve the right though, to consider a student for early graduation if a special situation warrants such action. NOTE: To be eligible for valedictorian or salutatorian of the senior class, a student must be in attendance two or

more years within the Sterling High School. Graduation robes will be maroon, gold, or white.

To be eligible for graduation from high school, a student must have completed 220 credit hours. Of the 220 hours required for graduation, 170 hours of the following classes must be successfully completed:

SUBJECT	CREDIT HOURS
Language Arts	40
Social Studies	40
Science	30
Math	30
Computer Literacy	10
Fine Arts (Art, Music)	10
Health and Physical Education	10
	170 hours
Electives (Shop, Business, Dr. Ed etc..)	50
Total	220

Seniors must have completed all graduation requirements (i.e. Completed the required coursework or achieved the goals set in the student’s individual education plan) in order to participate in the commencement exercises. All requirements must be met before graduation ceremonies. Students not meeting graduation requirements before graduation, and upon completion of summer school may receive their high school diploma. A Certificate of Attendance may be awarded to those individuals that do not meet graduation requirements; however they will not be permitted to participate in the graduation ceremonies.

Students with Special Needs - individual educational plans will be provided for those students who have a special need for a course commensurate with their abilities. Such programs shall provide for those with limited abilities as well as those with exceptional abilities. The professional staff will plan individual courses for students with special needs and will recommend the number of credits to be awarded, which are to be approved by the administration.

Forfeiture of Credit:

A student who, for any reason, is absent ten (10) times from a semester course will forfeit credit for the course unless there are chronic health conditions or special arrangements involved. A physician’s statement will determine the validity of each absence for illness over the maximum allowed. A student will be given the opportunity to make up the time without loss of credit by spending fifty minutes after school for each class missed over the limit.

Any student determined to be habitual truant (20 days per year) will be reported to the county attorney by state law. (NE Code - Section 6 -79-209)

Grading System:

The following grading system will be used for reporting progress to parents in all subjects.

4.0	A	93.5-100	3.5	B+	88.5-93.4
3.0	B	85.5-88.4	2.5	C+	80.5-85.4
2.0	C	77.5-80.4	1.5	D+	72.5-77.4
1.0	D	69.5-72.4	0.0	F	0-69.4

Drivers Education and Teachers Aide will be given credit on a Pass/Fail basis.

Physical Education, Music, Drivers Education, and Teachers Aide are not included on the Honor Roll.

A grade of "I" will be recorded for work incomplete at the end of the quarter. If the incomplete work is not made up within ten (10) school days following the end of the quarter, a grade of zero will be recorded. Exceptions will be considered by the Principal.

Semester grades are derived from a combination of the two 9-week grades plus the semester exam, or equivalent. Semester grades are the only grades appearing on the permanent records and are recorded in percentage.

Questions about grades should be referred to the teacher responsible for giving the grade. Appeals will be handled by both student and teacher through the Principal.

WARNING: A student who, for any reason, is absent 6 (six) times from a semester course will be given a verbal warning and letter to parents that there has been excessive absence. At 10 (ten) absences you will be given a verbal warning and a final letter will be mailed to parents notifying them of excessive absence and the policy concerning excessive absence.

Failure of a Required Courses for Grades 7-12:

Any students in grades 7 and 8 shall be expected to pass core credit classes before progressing to the next level of that subject area. Core credits subject shall be Math, Science, Social Studies, and English. If a student does not receive credit, he/she will be given opportunities for credit recovery with the last option being repeating that core subject. All credit recovery will be approved by the Principal or Superintendent.

Any student in grades 9-12 who fails a required course, will take the class over. If there is a conflict in scheduling, or at the discretion of the administration, the student may acquire credits for the failed class from another source outside the classroom. These sources could be a correspondence/online class, night school, or summer school, must be preapproved by the administration. The administration will work with the students and their parent(s) to resolve this problem.

Summer School Eligibility Requirements:

- A. Must have failed a core class (English, Science, History, Math)
- B. Must have failed a current school year class.
- C. Can- not take summer school if grade is below 60% or by administrative approval.
- D. Highest Grade that can be achieved is 70%.

Priority Status for Summer School

- A. Sterling Senior, Junior, Sophomore or Freshman students that have failed a core class.
- B. Sterling Jr. High students that have failed a core class.
- C. Out of town students if openings are available.

Permanent Records:

A file of student permanent records is kept in the school office. The file contains grades, personal information, enrollment information, health records, test results, vocational plans, etc. The following people have access to the information contained within a student's files: the student; the student's parents or guardians; teachers; the counselor; administrators; probation or parole officers; colleges; and other schools upon written requests for transcripts; and the court, should it subpoena such records.

Reporting Periods:

Report cards will be distributed to the students and parents four (4) times per year. These REPORTS TO PARENTS will usually be available during the week following the end of any quarter grading period.

The school will also mail weekly progress reports to parents of students who are not doing satisfactory work, or are in danger of receiving failing grades for that quarter. All teachers will send mid-quarter reports to parents of students in each class.

Honor Roll:

Students receiving an over-all average of 90% or better, with no grade below an 86%, will be listed on the honor roll. The honor roll will be published at the end of each nine-week grading period. A semester honor roll will also be published at the end of each semester.

Academic Status:

Through out each semester and after the 3rd week of every nine-week period, parents will be notified of students doing work which the teacher feels is below their capabilities. Students in grades 7-12 failing two or more classes after the third week of the quarter will not be eligible to participate in any activities involving other schools until their grades are at a passing level. Ineligible week is from the Tuesday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received. The eligibility rule states that a student may not be failing the same class two consecutive weeks. The idea behind this approach is that a student will not continue to fail the same class week after week.

Any student who is ineligible at the end of each quarter will not be allowed to participate during the first week of the next quarter.

A list of the students receiving "down slips" will be made available to each teacher. The counselor will compile a weekly academic status list to determine student activity eligibility (see activity handbook). Junior High students not out for the activity, are to remain in class and not attend the activity (home or away) without sponsor and administrative approval.

Students who are ineligible will not be able to use computers for “leisure” purposes. They must have a pass from the teacher to use a computer for school work only.

Middle School Activities Policy:

Secondary students are not to be dismissed to watch any home Junior High activity without prior approval of the administration. Any student failing a class will not be allowed to attend any Junior High activity (home or away). This will be determined by the weekly academic status report.

Field Trips:

No 6-12 students will be able to attend a class field trip if ineligible or failing the class which is sponsoring the field trip or activity. The student will be required to do a project, paper, etc. assigned at the discretion of the teacher involved to replace missing the field trip.

If any trip or field trip is scheduled during the three week free period of each quarter, the student must be passing the class in which the field trip or trip is for. After the three week period the student must be eligible AND passing the class for which the field trip is for. In SkillsUSA, the student must be passing a Computer or Personal Finance class if not in a Industrial Technology class

College Visitation:

College Visitation - Each junior and senior will be allowed accumulative of three opportunities to visit the college(s) of his/her choice. More than three visits may be obtained with the permission of the Principal and Guidance Counselor. Granting of permission for college visitation(s) will be dependent upon the recommendation of the guidance counselor with Principal approval. Student must fill out college visit/compass test form, which may be obtained from the Guidance Counselor before he/she will be given permission to go on the visit/take test.

Senior Dismissal:

The seniors last day of school will be determined each year by the administration.

SCHOOL SERVICES

School Lunch:

The hot lunch program is a federally-subsidized, non-profit entity. The meals are served in the lunchroom. Weekly menus are published in each Friday bulletin as well as being posted on each floor of the school building.

The closed campus will continue in effect for all students. A closed campus means that all students will remain on the school grounds during the school day, which is from 8:10 a.m. to 3:38 p.m. Students may bring their own lunch.

The gymnasium may be used by the students under supervision. Students should not remain in the classrooms unless under the direct supervision of a teacher.

Sterling Public School complies with the policy for free and reduced price meals under the National School Lunch and Special Milk Programs. Applications may be obtained at the school office during the school year.

A computerized accounting system is being used. Customized statements will be handed to the youngest child in each family on or about the last Friday of each month, August thru April, and then a final statement approximately ten days before the end of the school year in May. Notices will be in the weekly bulletins on the Friday on which statements are being sent home.

All money received is entered into a family account. For those students in kindergarten thru grade four, whose parents indicate they want their child to participate in the afternoon milk lunch program, the price of a milk ticket/tickets will be deducted from the family account and a milk ticket will be hand written. All expired tickets are kept on file if any questions should occur.

Prices of lunches for the 2011-2012 school year will be as follows:

Grades K-5 - 2.05 per day **6-12** - 2.30 per day **Adults** - 3.05 per day

Extra milk will be .40 cents per carton. Students wishing to participate in the Milk Lunch Program must purchase a milk ticket for \$8.00 per month. Adult milk will be .50 cents per carton.

If you are interested in free or reduced lunches, please complete the forms attached to the August school newsletter and return to the school office as soon as possible. Please help your fellow students by:

- Leaving tables, chairs, and floor in a neat condition.
- Returning all trays, silver ware, dishes, to the dish washing room.
- Placing milk cartons, napkins, etc., in the trash can provided.
- Not removing food or drink from the lunch room.

NOTE: Students may lose the privilege of eating lunch by misbehaving or throwing food during lunch time.

School Breakfast:

School Breakfast Program is offered.

Transportation:

Bus transportation is provided in school District owned buses. A sub schedule has been established and bus drivers have been instructed not to wait more than two (2) minutes for the riders. The transportation is a service provided for you to enjoy as long as your conduct is proper. Any student who presents a continual problem on the school bus or disregards bus rules may be required to provide other transportation to school.

Inclement Weather:

In inclement weather buses will run only on established emergency routes or not at all.

Bus Rules:

1. All riders are to remain seated while the bus is in motion
2. No vulgar language or profanity is to be used.
3. Refrain from loud conversation
4. No loud singing, boisterous conduct, or unnecessary noise
5. Do not lean out of, or hold hands and arms out of bus windows
6. Do not throw papers or other trash on the floor of the bus
7. The bus driver is in charge!! Obey him/her at all times.

RIDING THE BUS IS A PRIVILEGE WHICH CAN BE REVOKED IF REPEATED VIOLATIONS OF THE RULES OCCUR.

Bus Discipline Rules:

If it comes to our attention that your child(ren) has caused a problem or problems on the bus, it will be investigated by the Superintendent or Principal. The appropriate action will then be taken.

1. If a student is sent to the Superintendent or Principal, they will be given a warning and parents will be notified. If the offense is serious enough to warrant more severe action immediately, the parent will be notified but more serious consequences may occur.
2. A second offense will result in a one week suspension from riding the bus. This of course means you will be responsible for finding your child transportation to and from school for the length of the suspension.
3. If more offenses occur, the action taken can lead to more time resulting in being suspended from riding the bus.

We are not trying to impose a hardship on anyone who may have to find transportation to and from school for their child, but must have your help and cooperation in maintaining safety and discipline on the bus. If you have an questions, please feel free to call the school and ask for the Superintendent or Principals

Library:

The school library will be open each day from 8:05 a.m. to 3:55 p.m. Students wishing to use the school library must obtain a library pass from either their classroom teacher or their study hall supervisor. No one will be admitted to the library without a pass.

Occasionally the library will be closed for special class sessions. A notice will be posted in advance so students will have a chance to get the material which they need.

The library facility provides a wide variety of materials in all subject areas. An effort is made to provide up-to-date standard references, as well as specialized materials.

In some respects the resource centers are specialized libraries in specific fields. Specialized library materials are available for temporary use in the resource centers. All materials needed outside the library must be checked out at the desk. Reserve books and/or magazines and audio-visual materials are available upon request at the desk.

Newspapers and current magazines are not to be checked out of the library.

The library provides a place for individuals to study without interruption. Visiting, loitering, and studying together will not be permitted in the library. Student wishing to

retain their library privileges will be expected to observe proper rules and library procedures. The following rules will regulate the use of the library:

1. All books checked out are due in two weeks from the check-out date
2. Return all books to the book deposit. Do not return the books to the shelves yourself.
3. Due date will be stamped on the book as you check it out.
4. No reference books will be taken from the library. This includes encyclopedias, dictionaries, almanacs, etc.

The reserve books, vertical file materials, and magazines from Magafiles are due by 9:40 a.m. the following school day after they have been checked out.

Guidance:

Guidance services are available for every student in school. These services are intended to aid in development of individual programs best suited to potential and capabilities, as well as discussions of problems of any kind. Teachers will issue passes to see the Guidance Counselor during his office hours.

The Guidance Department was organized for the purpose of helping each student to adjust to his/her present learning environment, to enjoy all educational opportunities that meet his/her interests and learning capabilities, and to aid the student in becoming self-directed.

The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may contact the counselor for aid or advice in whatever problem he/she may face. Any faculty member may refer a student to the guidance department for necessary aid and advice.

How to See Your Counselor:

If a student is seeking help from the school counselor, an appointment should be made with the counselor for the necessary meeting. Most meetings with the counselor should be made or scheduled during a study hall period if possible. Before school and after school are also good times for interviews with the guidance personnel.

Each year the guidance department will be giving different batteries of tests to the various classes in order to measure interest, achievement, aptitude and academic potential. The test results are used to help each individual student analyze his/her own potential and to help plan the progress of studies best suited to each student. These test results will become a part of the student's permanent record and will be available to the parents and the student for consultation purposes. The dates for these tests will be announced to those students who will take the test.

SCHOOL ACTIVITIES

Activity Fund:

The Sterling School Activity Fund has been established by the Board of Education for the purpose of providing an efficient system for handling of the funds of high school classes and organizations.

Any school supervised group that deals with money through dues or other activities must deposit their money in, and withdraw it by check from, the Activity Fund.

The school secretary will receive deposits, and issue requests for withdrawals of funds by student treasurers or faculty advisors. Checks will then be issued by the Superintendent for payment of bills.

All monies deposited in the Activity Fund become Board of Education funds and may be spent only in accordance with policies established by school officials responsible for the administration of the funds.

Class Dues:

Students in Sterling High School may be assessed class dues. The amount is determined by the financial demands of the grade involved. The class dues are established by the students themselves and the class sponsor assists in collecting the money which is deposited in the Activity Fund maintained in the superintendent's office. Each member of the class is responsible for cleaning up after a class sponsored event. Any class member not present for cleanup will pay a fine of \$5.00.

Funds are used for financing of various class functions such as: social events, banquet and prom, graduation caps and gown, memorials or gifts in cases of sickness or death.

Club or Organization Dues:

In some instances various clubs may have yearly dues of fees to provide the organization with a certain amount of revenue to carry on its activities.

Sterling School Boosters Organizations:

All parents of students attending Sterling Public School are automatically members of the Sterling School Boosters Organization. This organization exists to support the activities of the school. Meetings are usually held 2-4 times a year preceding evening programs. The officers include a president, vice-president, secretary, and treasurer.

Extra-Curricular Activities:

Regulations for participation in athletics, play, speech, cheerleading, and musical programs, will be drawn up by the faculty sponsor and the administration. All students shall be able to join or belong to all activities if he/she can meet the membership requirements.

Membership to the organizations shall be on a voluntary basis and members may withdraw. If a member withdraws or is dismissed from an organization or activity, the Principal should be notified immediately.

School activities include dances, banquets, parties, etc. All school sponsored functions must have at least one faculty sponsor present.

All activities must be scheduled on the master calendar at least ten (10) days in advance. Permission to schedule the activity must be obtained from the Principal.

A student is to be in attendance at school the day of an activity, field trip or academic contest. If for any reason the student is not at school before 12:00 p.m. (noon) the day of an activity, he/she will not be allowed to participate in that activity. The student may participate if the absence is excused by the Principal prior to the absence.

Activity Bus:

Coaches/Sponsors will make the decisions on students riding the bus to and from the game/activity. A note from their parent/guardian will be required. Coaches/Sponsors decision is final.

STUDENTS SHALL NOT BE ALLOWED TO LEAVE THE SCHOOL BUILDING DURING A SOCIAL ACTIVITY. ANY STUDENT LEAVING THE BUILDING DURING A SOCIAL ACTIVITY, WITHOUT SPONSOR PERMISSION, SHALL NOT BE ALLOWED TO RE-ENTER.

The following organizations will sponsor the following functions:

STUCO/S-Club/Committee	Homecoming	Fall
Honor Society	Awards Night	Spring
Junior Class	Prom	Spring

Dances

PROM - Only students 9th grade and up, from any school, will be allowed to attend.
HOMECOMING - 7th and 8th graders can only attend with a 9th through 12th date, from our school.

Dress Code for Dances

Formal attire is to be worn to Prom.

Semi-formal attire is to be worn to any other school sponsored dance. Semi-formal means no blue jeans, blue jean shorts and clothing with holes in them. **ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.**

Church Night:

Ordinarily, there is to be absolutely NO scheduling of school activities on Wednesday evening. This allows the student to participate in the youth activity program in the church of his/her choice. Wednesday evening is commonly referred to as "church night". Students must be out of the building by 6:30 p.m. on "Church Night". Any deviation from the established procedure which is outlines above must be cleared through the Superintendent's office.

Any Sunday practices must be approved by the Superintendent.

Physicals - Insurance:

Any student in grades 7-12 participating in school sponsored athletic programs and cheerleading must have a physical examination from a physician indicating he/she is fit to participate. Physicals taken on or after May 1, will be acceptable for the following school year activities. The forms are available from the school office and local doctors' offices.

No student in grades 7-12 will be allowed to participate in school sponsored athletic programs without proof of insurance. This may be a home or family plan or such insurance made available by the school district. Football insurance may also be acquired by obtaining forms from the office to be sent in directly to the company.

Assemblies:

At Sterling High School, assemblies will be held from time to time. These assemblies are both educational, entertaining, and provided for an additional learning experience. All students and faculty will attend every assembly. Students will sit by class, sponsors present with the group. Any disorderly conduct will be treated as forfeiture of attendance. Further action is left to the discretion of the Principal.

Activity Slips:

Coaches and sponsor's are responsible for handing out activity slips to the appropriate students, if necessary. Activity slips must be turned in to the coach or sponsor before leaving for the activity. Anyone not turning in a activity slip will not be allowed to go on the activity.

Student Track Policy

Students are allowed nine days each semester to be used for sickness, dentist or doctor appointments which cannot be scheduled after school or on Saturday (including funerals). They are NOT to be used as nine free days to take off and do as students wish. Once in a while we have a student who may abuse these days and then really gets sick for 2-3 days and goes over the nine day limit. The student must then make up any time missed over the nine day limit to assure he/she does not lose any credits. It is our belief that if a student wants to miss a full day of school to attend a track meet, he/she should be on the track squad. Many times students feel that if they have four of their nine days left, they should be able to use these days to attend track meets. This was not the intent of the nine day policy.

Our policy is that anyone not on the boys/girls track team will not be allowed to miss school to attend a track meet. There will be two exceptions. One exception is when a parent may want to take his/her child to a meet to watch another sibling participate. In this case, the student may go only if the parent picks up the student and takes him/her to the track meet. Please do not send a note saying they may drive and meet a parent at the meet or ride with anyone else including another parent. The other exception involves the district track meet. For this meet only, students will be allowed to attend with a note or a phone call to the principal and may ride with anyone they want to the meet. Any student that is failing two or more classes, will not be excused to attend the district track meet. Any student checking out of school on the day of a track meet and seen at the meet even after school has been dismissed will be counted as unexcused and will make up the time missed from school.

Title IX, Title VI, Section 504:

The Sterling Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Gale McDonald, Superintendent, 250 Main, Sterling, NE 68443 - 402-866-4761.

Student Fees Guidelines:

K-12 – A list of recommended items will be available. Not a waiver issue.

Field Trip – Admission fees will be the responsibility of the student. This is eligible for fee waiver.

Activity Card - The card will allow admission to school sponsored home games for the year. This does not include conference tournaments or NSAA sponsored activities.

\$20 per Grade K-6 student \$25 per Grade 7-8 student \$30 per Grade 9-12 student

Activity/participation fee:

1. Grades 7-12
2. Required for Athletic participation and will allow for attendance at home activities.
3. \$25 per student/ per year for 7th - 8th and \$30 per student/ per year for 9th-12th.
Eligible for fee waiver.

Drivers Education: Fee for Drivers Education is \$150. Payment or arrangements are due before student is allowed to drive. Eligible for fee waiver issue.

Physical Education Classes: Students are required to have appropriate clothes and shoes. Not a fee waiver issue.

Class & Organizations: Dues are responsibility of the student, but are eligible for fee waiver.

Physical: Responsibility of student, but are eligible for fee waiver.

Cheerleaders: Uniforms are responsibility of student or the group. A deposit for the uniform is the responsibility of the student, but is eligible for fee waiver.

Speech & One Act Play: Appropriate attire is responsibility of student.

Math: A calculator may be recommended and is the responsibility of the student but is eligible for fee waiver.

Music:

Band

- A. Instruments and lesson books are the responsibility of the student, but eligible for fee waiver.
- B. Instrument choices for fee waiver student is school choice.
- C. Personal consumables are the responsibility of the student (reeds, valve oil, etc.)
- D. Uniform cleaning is the responsibility of the student but are eligible for fee waiver.

Chorus – Appropriate attire for performance is the responsibility of the student.

Athletics: Shoes, practice shorts, socks and undergarments are the responsibility of the student. Not a waiver issue.

The school district will provide uniforms and normal protective equipment or pads for the students participating in extra-curricular activities. The school district will select the type of equipment which school officials may feel best meets the needs of the school. The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student.

Waivers must be submitted **prior** to the time of the event.

STUDENT USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

In order to provide for the appropriate use of the District's technological resources in keeping with School Board policy, the following administrative regulation has been developed. A copy of this regulation, an accompanying cover letter, and an Acceptable Use Agreement will be distributed to students and parents/guardians for signature before a student is issued an Internet or e-mail account.

Acceptable Use

The use of computers, technology and the Internet are provided to students only for limited educational purposes. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action and/or appropriate legal action.

The student is responsible for any activity on his/her account and for materials stored in this account. Accounts are to be used exclusively to store files for academic work. Users must maintain adequate security for their accounts, including changing passwords as necessary.

Privileges

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

Oversight

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

Unacceptable Use

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or de-virused.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space. Storing MP3 and other non-school related files on the server.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.
8. Revealing the personal addresses or telephone numbers of students or staff.
9. Invading the privacy of individuals.
10. Disrupting the work of others
11. Posting material authorized or created by another without his/her consent.
12. Impersonation of another user, anonymity and pseudonyms.
13. Sending or accessing encrypted information
14. Commercial or private advertising, or political lobbying.
15. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
16. Using or attempting to use the resources while access privileges are suspended or revoked.
17. The usage of any internal or external proxy server or proxy websites.
18. The usage of social networking site. i.e. Facebook, MySpace, Twitter, Bebo etc.
19. The usage of any file sharing or peer-to-peer connections.

Gaming

The use of school computers for non-educational gaming is prohibited. Games must be approved by a supervising teaching or therefore fall under unacceptable use.

No Expectation of Privacy

Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

Vandalism

Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

Limited Resource

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

Internet Appropriate Use Violation Notice:

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy or student handbook or the following consequences.

1. First Offense

When the student has violated the regulations for student use of computers, technology, and the Internet, a warning will be issued and parents/guardians will be sent a letter notifying them of the incident.

2. Second Offense:

When the student has violated the regulations for student use of computers, technology and the Internet for a second time, he/she may lose Computer and Internet access during school hours for up to one week at the discretion of the supervising teacher and parents/guardians will be sent a letter notifying them of the incident.

3. Third Offense:

When the student has violated the regulations for student use of computers, technology and the Internet for a third time, the student has lost Computer and Internet access during school hours for a period of 3 weeks and parents/guardians will be sent a letter notifying them of the incident.

4. Fourth Offense:

When the student has violated the regulations for student use of computers, technology and the Internet for a third time, the student has forfeited all Computer and Internet privileges during school hours for the remainder of the semester and parents/guardians will be sent a letter notifying them of the incident.

NONDISCRIMINATION STATEMENT

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution in prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800) 845-6236 (Spanish). USDA is an equal opportunity provider and employer."

INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS

Dear Parent/Guardian:

The Sterling School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.

Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.

If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.

A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.

If you agree to allow your child to have Internet access and an e-mail address, sign the Acceptable Use Agreement and return it to your school.

Sincerely,

Larry Harnisch
Sterling Superintendent of Schools

**ACCEPTABLE USE AGREEMENT
STUDENT USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET**

STUDENT

I understand and will abide by the regulations for student use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action or appropriate legal action may be taken.

Your signature on this Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the regulations carefully and understand(s) their significance.

Student's
signature: _____ Date: _____

PARENT OR GUARDIAN

If the user is under 18 years of age, a parent or guardian also must sign this Agreement.

As the parent or guardian of this student, I have read the regulations for student use of computers, technology and the Internet. I understand that this access is designed for educational purposes and that the School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue a user account for my child and certify that the information contained on this form is true and correct.

Parent/guardian
name: _____

Parent/guardian
signature: _____ Date: _____

HARASSMENT POLICY

Student Policy #5108 A

No one will be victim of unwelcome, unwanted, or uninvited words or actions that offend, hurt or humiliate people. Such behavior will be termed as harassment and will result in disciplinary action, including but not limited to, a verbal/written reprimand, required counseling, detention time, suspension, or possible expulsion. Sexual assault, attempted sexual assault, sexual harassment or harassment because of race, religion or handicapping condition will be considered conduct encompassed by this particular rule. Harassment is defined as a comment, act, or gesture toward another individual or in the presence of others that belittles or degrades someone or a group of people because of their sex, race, religion or beliefs, handicapping condition, or economic and/or social background. Behavior that would normally be considered derogatory in nature and beyond the commonly accepted standards of the school district or that which is offensive to another individual or group of people is considered harassment. Procedure for reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop. Do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or an adult you trust.

Step 2: If the behavior is repeated, do all the of the following:

- a. Tell a teacher, counselor, or principal
- b. Document exactly what happened and keep a copy for yourself and give on to the teacher, counselor, or principal.

FORMS CAN BE FOUND IN THE STUDENTS HANDBOOK OR THE PRINCIPAL'S OFFICE.

Upon further investigation, the following consequences will occur:

- First Offense: School counseling by Guidance Counselor and possible short term 1-5 day in-school suspension.
- Second Offense: 1-5 day out-of-school suspension and conference with one or both parents before student will be readmitted in to school.
- Third Offense: 10 day out-of-school suspension and conference with one or both parents before student will be readmitted into school.
- Fourth Offense: Expulsion

Parents will be notified at each step.

Sterling Schools Request to Waive Student Fees

The Public Elementary and Secondary Student Fee Authorization Act of 2002 requires school districts waive any fees that the school district may impose on those students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition program.

I hereby verify that the necessary reports are on file with the office of the Superintendent of schools which qualifies

Name of Student

to receive free or reduced-price lunches, as set forth by the United States Department of Agriculture child nutrition program. Furthermore, I request that fees or costs of material for the items or projects listed below be waived.

Description of Fees to be Waived:

Signature of Student

Signature of Parent/Guardian

Date

Signature of School Official

Sterling Public School, District #33

Waivers must be submitted **prior** to the time of the event.

STERLING PUBLIC SCHOOL
Parental Acknowledgment Form

Dear Student/Parent/Guardian:

Please read the following sections and sign where appropriate.

Thank you.

SCHOOL YEAR: 2011-12

PLEASE SIGN AND RETURN THE FOLLOWING TO SCHOOL BY SEPT. 2, 2011

I hereby acknowledge with my signature that _____
(student name)
has reviewed the student handbook.

Parent Signature _____

Date _____

PERMISSION REQUESTS

We, the parents/guardians, of _____, give the Sterling Public Schools our permission to release his/her name or picture in activities, rosters, honor rolls, and student photos on school website and publications. This is in compliance with the Federal Privacy Act regulations.

Parent Signature _____

Date _____

JUNIOR & SENIOR PARENTS Only

We, the parents/guardians, of _____, choose not to have our son/daughter name released to Military recruiters.

Parent Signature _____

Date _____