

Article 1 – School Hours-Schedules-Drills-Video Surveillance

Section 1 School Calendar

A master school activities calendar will be kept in the Principal's office giving dates of all school sponsored events. All approved events are to be placed on this official calendar by the Principal. Sponsors must get permission and assigned date, through the Principal, for class or organizational meetings or functions before it will be put on the master calendar.

Dates will be placed on the calendar in the following order:

1. Conference activities take precedence over all activities
2. Academic activities
3. Meetings and practice times
4. Two activities may be scheduled on the same date as long as times do not conflict

Section 2 School Hours

Students are asked not to enter the building before 7:45 a.m. If out of necessity a student must be in the building earlier, he/she must remain in the cafeteria until 7:55 a. m. Students not riding the buses are asked not to come to school before the time the building is opened unless they are to be under the supervision of a teacher. When students enter the first class, they are to remain there until the bell rings unless given permission to visit a teacher or the office by the first period teacher.

Students are not permitted to remain in the building after school has been dismissed unless they are in a specific room under the supervision of a teacher or participating in an extracurricular activity.

No student is to leave the building during the hours that school is in session without an excuse from the parent or the permission granted by the Principal. Students must sign in and out of the building by the front office.

Section 4 School Closing

It is the intention to have school each day scheduled. However, on occasion we may have power failure, boiler breakdowns, or weather conditions that may cause the closing of the school. **WHEN SCHOOLS IS TO BE CLOSED DUE TO WEATHER, IT WILL BE CLOSED FOR EVERYONE. IF THE PROBLEM IS A BUILDING PROBLEM, CLOSING MAY PERTAIN ONLY TO THE PORTION OF THE SCHOOL BUILDING AFFECTED. KOLN-TV AND KLKN-TV will carry the announcement along with our own Alert Solutions messaging service.**

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When school is to be called off for the day, we will try to have this information to the TV stations and the Alert Solutions messaging service by 6:00 a.m.

When it becomes necessary to close school during the day, notification of dismissal time will be sent to the stations as soon as the decision is reached.

Section 3 School Schedules

Regular Schedule- 7:55-3:37 (50 min periods)

First Bell	7:55
Period 1	8:00 to 8:50
AP	8:50 to 9:05 (second chance breakfast)
Period 2	9:07 to 9:57
Period 3	9:59 to 10:49
Period 4	10:51 to 11:41
Period 5	HS 11:43 to 12:33 MS Lunch 11:41 to 12:09 MS 12:11 to 1:01 HS Lunch 12:33 to 1:01
Period 6	1:03 to 1:53
Period 7	1:55 to 2:45
Period 8	2:47 to 3:37

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Late Start (10:00 a.m.)

First Bell	9:55
Period 1	10:00 to 10:37
Period 2	10:39 to 11:16
Period 3	11:18 to 11:55
Period 4	HS 11:57 to 12:34 MS Lunch 11:55 to 12:23 MS 12:25 to 1:02 HS Lunch 12:34 to 1:02
Period 5	1:04 to 1:41
Period 6	1:43 to 2:20
Period 7	2:22 to 2:59
Period 8	3:01 to 3:37

Wednesday PD (35 min. periods)

First Bell	7:55
Period 1	8:00 to 8:35
AP	8:35 to 8:50 (second chance breakfast)
Period 2	8:52 to 9:27
Period 3	9:29 to 10:04
Period 4	10:06 to 10:41
Period 5	10:43 to 11:18
Period 6	11:20 to 11:55

Period 7	HS 11:57 to 12:32 MS Lunch 11:55 to 12:23 MS 12:25 to 1:00 HS Lunch 12:32 to 1:00
Period 8	1:02 to 1:37

Noon Dismissal (no lunch)

First Bell	7:55
Period A	8:00 to 8:58
Period B	9:00 to 9:58
Period C	10:00 to 10:58
Period D	11:00 to 12:00

Period 0: May be established each year based on course offerings.

Dismissal times for specific days:

The first Wednesday of each month will be early dismissal of 1:37. Exception: In September it will be the second Wednesday and there will be no early Wednesday dismissal in May.

Section 5 Bus Rules

The following represents a listing of bus rules designed to provide for a safe and efficient transportation system. All buses are equipped with video recording devices.

1. Students will not be permitted to board the bus unless the driver is on the bus.
2. Once students have boarded the bus, they will be expected to remain on the bus.
3. Students will remain seated while the bus is in motion.
4. No scuffling or horseplay on the bus or at the bus stop.
5. No defacing or destroying the bus.
6. Keep head and arms in the bus.
7. No throwing objects from the bus.
8. No littering on the bus or at the bus stop.
9. Refrain from using obscene or profane language.
10. Be respectful to the bus driver and other passengers.

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11. No possession or use of tobacco or alcohol.
12. No unnecessary noise or commotion while on the bus.
13. At pick up time the drivers have been instructed to wait no more than two minutes for the riders. No calls/no shows will be reported to the transportation supervisor and will result in an official warning.
14. Parents must notify the bus drivers or office prior to 2:30 p.m. if there is a change in schedule. Requests made after this time may not be able to be accommodated.

Student conduct that violates these rules or that is detrimental to the safety of any or all bus passengers will not be tolerated.

Problems will be handled in the following manner:

1. Issues will be reported to the transportation supervisor and a warning will be given to the student. If the offense is serious enough to warrant more severe action, the parent will be notified and more serious consequences may occur.
2. A second offense will be reported to the transportation supervisor and the superintendent. A warning will be given to the student and parents will be notified. If the offense is serious enough to warrant more severe action, more serious consequences may occur.
3. A third offense will be reported to the transportation supervisor and the superintendent. A second warning will be given to the student and the parents will be called into a meeting. A one week suspension from the bus will be given; parents will have to provide another source of transportation to and from school.
4. If a fourth offense occurs, the action taken can lead to longer bus suspension or no bus privileges for the school year.

Section 6 Fire Drills-Disaster Drills

Monthly fire drills will be held at which time the building will be vacated in a systematic and orderly manner. Detailed instructions for emergency exits are posted in each room. When outside, proceed to the sports courts area where roll will be taken and given to the Principal. Once it has been determined that all have safely cleared the building an all-clear will be given. Staff and students will then return to their classroom. 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. Stay with your group.
5. Leave all belongings in the building; coats, books, etc...
6. Make sure to check each room for fire and tornado escape routes.

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Section 7 Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Article 2 – Attendance-Suspensions

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board’s policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff is expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

Mandatory Ages of Attendance - The mandatory ages of attendance for truancy purposes are 6 (as of January 1 of the then current school year) to age 18.

Attendance is not mandatory for a child who:

1. Has obtained a high school diploma by meeting statutory graduation requirements.
2. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements.
3. Has reached the age of 16 years and such child’s parent/guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

All absences will be either excused or unexcused. Nebraska 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 are those for illness, death in the immediate family, bad roads in stormy weather (country students only), or an absence previously honored by the Principal. Excused absences will include students attending NSAA activities that Sterling Public School offers, if they are called in the day prior to the event. Should a student wait until the morning of, this will be an unexcused absence.

If a student is to be excused for an appointment, a note from the medical office will be required. Excused and unexcused absences will be permitted to be made up by the student. In the case of an unexcused absence, 50 minutes of detention time will be given for every class the student missed up to but not to exceed five hours. The Principal will decide if an absence is excused or unexcused.

NOTE: We are asking parents/guardians 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.

Reporting to the County Attorney- If a student is absent more than 20 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 resides.

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Reporting to the Commissioner- The Principal 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.

The Sterling Public School district is committed to the philosophy that every student should attend every day. Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school.

Section 2 Absence Notification

Parents are requested to notify the school at 866-4761 ext. 100 between 7:30 and 8:10a.m. daily to verify any student absence from school. Parents of any student absent and unaccounted for will be called by phone following the recording of daily student attendance. This will be done for all students grades Pre-K-12.

Notes from a parent/guardian to school officials regarding a student's absence should contain the following information:

1. Name of student
2. Date of absence
3. Specific reason for absence which means why the student missed school and where they were
4. Parent/Guardian name, signature, date

Telephone calls or personal contacts with school officials rendering the above information will be considered valid.

Section 3 Excused Absence Known in Advance

Students may be asked to bring a written 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 or note from the parents and check out at the school office, failure to do so will result in disciplinary action.

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At the end of the quarter or semester if a student has an Incomplete grade he/she should be given a period of ten 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 for every day missed.

Section 4 Excessive Absenteeism

Students who accumulate five 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. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between the school Principal, the student’s parent/guardian, and the student, 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 documentation in the student’s attendance record documentation of such refusal.
2. Educational counseling to determine what curriculum changes would help solve the problem of excessive absenteeism, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. 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.
4. 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.

Article 2 – Attendance-Suspensions

Section 5 Truancy

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 start an investigation into any such report to be made. 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.

Section 6 Tardies to Class

If a student is tardy first period (1-19 minutes late), that student needs to sign in at the school office. Only first period tardies will accumulate towards detention time. 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. A student who arrives at school after 20 minutes will be considered absent for that period.

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. All unexcused class tardies between periods 2-8 will be made up at the discretion of the classroom teacher.

Students who do not have their tardy time made up will not be allowed to leave the building during the day for school activities. Tardy time may be made up with any teacher, and that teacher is responsible for communicating that information to the principal.

Section 7 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.

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- 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.

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 discretion of the teacher.

Section 8 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 visitations 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.

Section 9 Forfeiture of Credit

A student who, for any reason, is absent eight (7) 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) may be reported to the county attorney by state law. (NE Code - Section 6 -79-209)

Section 10 Senior Dismissal

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

Article 3 - Dress Code - Harassment - Code of Ethics

Section 1 Dress Code

The Board of Education has determined that a student's appearance and attire at school should be primarily 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/she shares a classroom or locker.

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.

Articles of Clothing: All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, clothes with holes);
- c. Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (i.e. drugs, alcohol, tobacco, gambling, and the promotion of violence);
- d. Clothing or jewelry that could be used as a weapon (i.e. chains, spiked apparel) or that would encourage "horseplay";
- e. Headwear, including hats, caps, bandanas, and scarves, will not be worn in the buildings of the district or at school activities (exceptions will be made by administration);
- f. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;
- g. Inappropriate or distracting markings or tattoos as determined by the administration must be covered.

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

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items or grooming which may be available in the Principal's office. **Students missing school due to changing inappropriate attire will make up time missed.**

Section 2 Profanity

The use of profanity and inappropriate language is a sign of immaturity and is offensive to many people. Students will refrain from the use of profane language in the school (gestures, symbols and clothing).

Section 3 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.

Section 4 Disruptive Behavior

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 hallways
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.
7. Leaving the building without checking out of the office.

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.

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Section 5 Alcoholic Beverages, Illicit Drugs and Nicotine Products

The Board of Education rules and regulations forbid student use or possession of alcohol, illicit drugs, or tobacco 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.

Section 6 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)

Section 7 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.

Section 8 Knives, Guns, and 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 purposes, or special use in the classroom, clearance must be received from the Principal in advance.

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Section 9 Audio/Visual Devices, I-Pods and Cell Phones

Audio/Visual Devices, I-Pods, Cell Phones and headsets, etc. will only be allowed during lunch period. 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 is 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 student will pick up at the end of the day from the principal.
2. Second time the device will be taken to the principal and parents must come get the device.
3. Third time the device will be taken to the principal and parents must come get the device and student will serve a one hour detention.
4. For every subsequent offense the consequences will be determined by the administration.

Section 10 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.

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FORMS CAN BE FOUND IN THE STUDENT 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.

Section 11 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.

Section 12 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.

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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 for an out of school suspension or expulsion will, under the above sanctions, will not be on the school grounds during school hours or for any activities during the period of the sanction. They will not be allowed to participate in activities, practices or contest during the sanction. Those students receiving in school suspension for a standard conduct violation will not be allowed to participate in extracurricular activities, practices or contest during 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.

Article 4 – Miscellaneous

Section 1 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 throughout 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.

Section 2 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.

Section 3 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.

Section 4 Visitors

All visitors to Sterling Public Schools are asked to sign in and 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.

Article 5 – Health and Accidents

Section 1 Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Sterling Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, PO Box 95065, Lincoln, NE. 95065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but is not a certified copy. A certified copy has the raised seal of the State of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing the date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 2 Students with Health Concerns

Any student with a health condition requiring any monitoring or treatment while at school should have an individualized health plan. You may notify the school and a meeting to develop or change such plan will be scheduled in a timely manner with the ESU 4 nurse. This plan should be revisited periodically for updates and may be changed at any time as needed by either a meeting or proper documentation from the doctor. Health conditions may include but are not limited to diabetes, seizures, asthma, anaphylaxis, etc.

Section 3 Students Who Become Ill

Students must leave school if they have a temperature of 100.0 degrees, diarrhea, communicable diseases (e. g. ringworm, pink eye, chickenpox, head lice) or they are vomiting or at the discretion of school personnel. It is important for the health of all students, including your student that no student shall return to school any sooner than 24 hours after the fever or last symptom (such as vomiting or diarrhea) have subsided without the aid of any fever reducing medication (such as Tylenol or Ibuprofen).

If a student becomes ill while at school, he/she will obtain a pass from a teacher to go to the Office. The office personnel will help however possible. Parents will be contacted if necessary. The school staff or ESU 4 nurse are forbidden by law to diagnose or to dispense medication unless the student is under the direct supervision of a medical doctor.

Article 5 – Health and Accidents

If any student develops symptoms of illness or is injured at school, the parent, guardian, or any person designated on the student's emergency card by the parent, will be notified. If deemed necessary by school personnel, they will be requested to take the student home or make arrangements for the student to go home and/or get medical attention. Students may not check themselves out of school.

Section 4 Physicals

The Nebraska State Department of Health requires all incoming Kindergarten and 7th grade students to have physical examinations and vision evaluation prior to the beginning of the school year unless there was an examination within the last 6 months, in which instance, there must be a copy of that examination on file at the school. Forms for these examinations for these examinations are available in the office. Should a parent /guardian object to physical examination a wavier can be obtained from the office signed and returned to the office. Any student wishing to participate in athletics must have an "athletic" physical. Athletic physical forms can be picked up in the office.

Section 5 Immunizations

With regard to immunization records, please see Summary of the School Immunization Rules and Regulations provided by the Nebraska Department of Health and Human Services. It will be necessary to have either an adequate immunization history on file at the school or a signed "Refusal of Immunization Statement" for each student. Students not complying with this requirement will be excluded from school until they comply.

Section 6 Asthma Protocol

State regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our school is ready to implement the protocol in emergency situations.

The protocol requires that 911 be called first. After the call is made, an Epi-pen injection is given, followed by albuterol through a nebulizer. An Epi-pen is a small, prefilled automatic device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (usually in inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

Article 5 – Health and Accidents

The protocol steps are designed to provide quick, effective care in order to prevent death due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by physicians from the local clinic.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma the parent/guardian must provide the school with (1) written medical documentation, (2) instructions for medication, and (3) medications as directed by the physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will refer to the specific documents and medication you have provided. If you do not have medical documentation and instructions on file with the school, we will refer to the regulatory protocol described above.

Section 7 Authorization for Prescription Medications

Prescription medications, which must be administered during school hours, may be administered when the following are on file at school.

1. A physician's signed, dated authorization including the name of the medication, dosage, administration route, and time to be given at school, and the reason the child is receiving the medication.

Or

A caretaker's signed and dated authorization form to administer the medication during school. (Note All references to "caretaker" in these rules also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child care provider).

2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested; one for home and one for school. If needed, the physician or pharmacist may be contacted for clarification on medication administration.

Article 5 – Health and Accidents

Section 8 Authorization of Non-Prescription Medication

If a student must take non-prescription medication during school, procedures 1 and 2 above are to be followed before administration.

Authorizations for Prescription and Non-prescription Medications-Medication authorizations must be reviewed annually and updated immediately as changes occur. Forms are available in the office, on the Sterling school web page, and Appendix A. All medications should be checked in with the office for all age of students. In special circumstances of students 7th grade or older a contract may be established to allow the student to carry their own diabetic, asthma, or anaphylactic allergy medications to self-administer. Please contact the office to set a meeting with the ESU 4 nurse if you desire your child to be allowed to self-administer. Doctor's verification is also needed in order for students to self-administer medication.

Section 9 Head Lice

Trained school staff or ESU 4 nurses will check students periodically for head lice. Sterling Schools relies upon parents to secure treatment and to provide care for students infested with head lice (pediculosis capitis).

Article 6 – Use of School Facility and Equipment

Section 1 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.

Section 2 Use of the Gymnasium

Permission for the use of the school facilities and equipment must be obtained from the Athletic Director/Activities Director. 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.

Section 3 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.

Section 4 Lockers

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.

Article 7 – Use of Transportation by Students

Section 1 Automobiles

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 Principal or Superintendent.
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 to 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.

Section 2 Bicycles, Skateboards, and Shoes with Rollers

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 are to be kept in the Principal's office.

Footwear containing any type of rolling devices are not allowed.

Section 3 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 walkway to allow pedestrians to cross. If students do not use the walkway, traffic must also stop at other places along the street, creating driving hazards and undesirable dangers.

Article 8 – Announcements – Assemblies – Drives for Fund

Section 1 Daily Announcement

Announcements will be read during the advisory period each day. They will also be listed on the upper hallway monitor. Special announcements may be broadcast throughout the day if needed.

Section 2 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 e-mailed and/or 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 be able to 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.

Other forms of communication available to parents are the School webpage (www.sterlingjets.org), Facebook and Alert Solution notifications.

Section 3 Assemblies

At Sterling High School, assemblies will be held from time to time. These assemblies are 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.

Section 4 Drives for Funds

All fund-raising drives must be approved by the Principal and Superintendent. Fund raising for non-school type activities or organizations is not permitted.

Article 9 – School Meals – Cafeteria Rules

Section 1 School Meals

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.

Sterling Public School complies with the policy for free and reduced price meals under the National School Lunch and Special Milk Programs. If you are interested in free or reduced lunches, please complete the forms on the website or obtain a copy from the office and return to the school office as soon as possible.

A computerized accounting system is being used. All money received is entered into each student(s) account. Alert solutions will notify families once a student's balance is between \$10.00 and \$0.00. Students with a balance of -\$5.00 will not be served a full meal. Families do have the option of paying on-line through e-funds. Instructions for E-Funds are available on-line or contact the office. The advantage of paying by E-funds is automatic deposits into your students PowerSchool account.

NONDISCRIMINATION STATEMENT:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.
This institution is an equal opportunity provider.

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.

Article 9 – School Meals – Cafeteria Rules

Section 2 School Lunch

Prices of lunches for the 2015-2016 school years will be as follows:

Grades 7-12 - 2.65 per day Adults - 3.50 per day

Extra milk will be .50 cents per carton. Students wishing to participate in the Milk Lunch Program must purchase a milk ticket for \$10.00 per month. Adult milk will be .60 cents per carton.

Section 3 School Breakfast

Breakfast will be served from 7:45-8am daily. Second chance breakfast will be after the completion of first period.

Prices of breakfasts for the 2014-2015 school years will be as follows:

Grades 7-12 – 2.25 per day Adults – 2.25 per day

Section 4 Cafeteria Rules

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 8:00 a.m. to 3:37 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.

Please help your fellow students by:

- Leaving tables, chairs, and floor in a neat condition.
- Returning all trays, silverware, dishes, to the dishwashing 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.

Article 10 – Library and Study Hall Rules

Section 1 Library Rules

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 student will be permitted in the library unattended.

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 are due by 9:40 a.m. the following school day after they have been checked out.

Section 2 Rotating Study Hall Rules

1. No student can leave the room to go to his/her locker, restroom, etc.
2. Students will have an extra minute to get to class before the rotating study hall to go to the restroom, get books; pick up laptops (if permission is given in Advance), etc.

Article 10 – Library and Study Hall Rules

5. Before a student is allowed to leave study hall to see another teacher, go to the computer lab, or go to the library, a phone call or communication to the appropriate instructor **MUST BE MADE BEFORE** the student is allowed to leave the study hall.
4. Teachers WILL monitor students; all students will remain in the classroom.
5. RSH schedule will be listed on the weekly flight plan and weekly bulletin.
6. TV's may be on – but only to educational channels, and only if it is not a distraction to students studying in the classroom.
7. Any type of makeup work is encouraged to be done during this time.
Teachers and sponsors are encouraged to hold meetings either before school, after school, or during the lunch period. Approval by the Principal will be needed for a meeting to be held during a RSH.
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 early dismissals or late starts, following holidays, and Mondays or Fridays. The rotating study halls will begin the Wednesday following Labor Day vacation. Rotating study halls may also be dropped on days when an excessive number of students are absent from school due to scheduled school activities.

Article 11 – National Honor Society and Honor Roll

Section 1 Honor Roll

Students receiving an overall average of 90% or better, with no grade below an 85%, 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.

Section 2 Honor Roll of Distinction

Students receiving an overall grade average of 93% with no grade lower than a 90% will be listed on the honor roll of distinction.

Article 12 - Student Conduct – Rights – Withdrawal and Fees

Section 1 Student Conduct

Each student should conduct him/herself properly, and be a loyal citizen of his/her school and community at all times.

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.

Attitude: The administration and staff of Sterling High School recognize the importance that each student takes 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.

Section 2 Stealing

Willful possession of another person’s property or possessions is a violation and punishable upon validated charges. Violator will be suspended from extracurricular activities through administrative approval.

Section 3 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.
3. No transcript of credits can be sent to school, armed forces, etc., unless the above conditions have been fulfilled.

Section 4 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

Article 12 - Student Conduct – Rights – Withdrawal and Fees

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.

Section 5 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.

Students should give deposits to the activity sponsor or student treasurer. Requests for funds should be made to the school principal by activity sponsors. 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.

Section 6 Class Dues

Students in Sterling High School grades 7-12 will be assessed class dues of \$10. Dues will be collected at the beginning of the year, which will be 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. Any student, who does not pay their dues, will not be allowed to participate in any class sponsored activity. Class dues are eligible for a fee waiver.

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

Section 7 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.

Section 8 Student Fee Guidelines

K-12 Classroom Supplies: A list of recommended items will be available. This is not eligible for a fee waiver.

Article 12 - Student Conduct – Rights – Withdrawal and Fees

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

Activity Pass: This pass will allow admission to school sponsored JV/Varsity home games for the year. This does not include conference tournaments or NSAA sponsored activities. This is not eligible for a fee waiver.

\$20 per student Grades K-6 \$30 per student Grades 7-12 \$50 for Adults

Summer Drivers Education: The fee for Drivers Education will be determined in the spring of the year. Payment or arrangements are due before student is allowed to drive. This is not eligible for a fee waiver.

Physical Education Classes: Students are required to have appropriate clothes and shoes. This is not eligible for a fee waiver.

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

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

Speech & One Act Play: Appropriate attire is responsibility of student. This is not eligible for a fee waiver.

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.

Article 12 - Student Conduct – Rights – Withdrawal and Fees

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

The school district will provide uniforms and normal protective equipment or pads for the students participating in extracurricular 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 and are available on-line, in the school office, or from class sponsors.

Article 13 - Extra-Curricular Activities - Eligibility - Other Information

Section 1 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 activities or practices, field trips or academic contests. If the student is not at school before the beginning of 4th period the day of an activity/practice, and does not have an approved excused absence, he/she will not be allowed to participate in that activity/practice. Students who leave during the day because of an illness may not return at the end of the day for practice. The student may participate if the absence is excused by the Principal prior to the absence. Students who have the opportunity to participate in weekend activities and choose not to do so; will not be allowed to attend the next activity during school hours.

Current Offering:

Non-Athletic	Athletic
National Honor Society	Boys Basketball
Skills USA	Girls Basketball
Instrumental/Vocal Music <i>Concert Band, Marching Band, Pep Band, Mixed Chorus, Girls Glee, Boys Glee, Juniors and Seniors may elect to audition for Allstate and other Honor Band/Choirs</i>	Football
Quiz Bowl	Girls & Boys Track
S-Club	Volleyball

Speech Team <i>Interpretation of Prose/Poetry, Persuasive Speaking, Entertainment Speaking, Extemporaneous Speaking, Informative Public Address, Humorous Impromptu, American Legion Oratorical Contest, VFW Voice of Democracy Contest, Interpretation of Drama, Duet Acting</i>	
One Act Play	
Homecoming/Prom	
FFA	
FBLA	

Section 2 Academic Progress/Eligibility

All students must pass a minimum of 20 credit hours the previous semester of attendance according to State standards. 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.

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. It is the student’s responsibility to take the initiative to the extra help and to raise his/her grade to a passing level.

Beginning with the first semester after the 3rd week, parents will be notified of students doing work which the teacher feels is below their capabilities. Every quarter after that, the grace period will be the 2nd week. If the student is taking a new class second semester, the 3rd week grace period would apply.

Students in grades 7-12 failing two or more classes after the third week of the first 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.

Article 13 – Extra-Curricular Activities - Eligibility - Other Information

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.

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.

Section 3 **Illegal Drugs, Smoking, Nicotine Products**

Student use or possession of illicit drugs, alcohol and/or tobacco products (ie. cigarettes, e-cigarettes, chewing tobacco) is unlawful, wrong, and harmful. Students standards of conduct will be followed with the minimum prohibited conduct being:

1. Consumption of alcoholic beverages or the possession thereof
2. Using or the possession of illegal drugs or drug paraphenalia

Such violations must be reported in writing to the sponsor, athletic director and/or principal or appear in the court records of a newspaper or by admission of guilt by the student or by contact with law enforcement. All reports of violations, other than those in court records or from law enforcement, must be signed by the person reporting the violation.

After a reported violation, the sponsor of the activity involved, will discuss the violation with the student and/or his/her parent (s). If the student or parent(s) do not agree with the decision or action, he/she or parent(s) has the right to appeal. The due process procedure will be followed as outlined in the Student Handbook.

Any student found in violation of the listed infraction shall be subjected to the following disciplinary actions:

First Offense: *14 day suspension from participation including at least one contest in each activity if the student admits to their violation by noon the following calendar day to the Principal or Athletic Director. If the student does not admit to the violation and is still found to have violated this policy, the suspension will be 42 days. The student shall have either option of receiving a 7 day suspension* in lieu of the 14 day suspension by entering a school approved alcohol/drug/tobacco treatment program at their own expense. The student must show successful completion of an approved treatment program prior to reinstatement to activities. If at the end of the 7 day suspension period the student has not completed the approved program, the student will be reinstated as long as he/she continues and completes the approved treatment program. Students using the option of a treatment program will be required to continue practicing.

Article 13 - Extra-Curricular Activities - Eligibility - Other Information

Second Offense: Suspended for nine weeks. This suspension is in addition to any suspensions received for first offense.

Third Offense and all subsequent offenses: Removal from all activities with no options available for one calendar year. Family counseling will be recommended.

- a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
- b. Awards: Students that violate this code will not be allowed to receive Conference honors. They will also not be allowed to receive a letter in the activity that they are participating.
- c. Any student caught or found guilty of the drug, alcohol and tobacco policy will be required to sit out a minimum of one contest/activity during the next activity/season in which they participate. If the violation occurs between season/activity, the student must sit out one contest of the next activity/sport they participate in.
- d. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity, provided the standards are approved by the administration and the Board of Education, and are communicated in written form to the student and parents before the particular sport/activity season begins.

All offenses will accumulate throughout a students' high school career.

*All suspensions will consist of consecutive calendar days beginning with the day the violation was reported and substantiated.

Section 4 Athletes Code of Ethics

It is the duty of all concerned with school athletics to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Stress the values derived from playing the game fairly.
3. Show cordial courtesy to visiting teams and officials. Remember, they are our guest and deserve to be treated as such.
4. Respect the integrity of and judgment of sports officials.

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5. Achieve a thorough understanding and acceptance of the rules of the game.
6. Strive for victory through fair play according to the rules of the game.
7. Encourage leadership, use of initiative, and good judgment by players of the team.
8. Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
9. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
10. Do everything within their power to make the entire athletic program something of which the community will always be proud.

Section 5 Procedure for Code of Conduct Violation

- A. If a coach/sponsor suspects or knows of a student involved in an infraction of training rules he/she should visit with the player in question concerning the infraction. If the coach/sponsor still feels that the student involved has broken an activity rule he/she may take it to the principal for further questioning. If the principal and the head coach/sponsor are convinced of the guilt of the student and feel they can prove guilt, the principal should inform the student of his/her suspension. The student may choose to appeal the decision to an appeals committee. The committee shall consist of all coaches/activity sponsors, athletic director, principal, and superintendent. The decision made by the principal and head coach/sponsor will be reviewed by the committee. Student(s) and or parent/guardian(s) will be given an opportunity to attend the committee review. The principal/coach/sponsor will be responsible for informing the student of the disciplinary action taken. Parents will also be notified in writing of the action taken.
- B. The student or his/her parents may request that the school board review the committee's decision by sending the superintendent a written request for board review within five days after receiving the committee's written decision. The parents and student have the right to appear before the board to present any information which will assist the board in reviewing the committee's decision. The board's decision shall be final.
- C. If the coaches/sponsors committee determines that a student should be suspended as provided in this Code of Conduct, that suspension will remain in effect and will not be delayed if the student or his/her parents elect to pursue the appeal process.

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Section 6 Pre-practice Requirements

All athletes must meet the following requirements before beginning practice:

1. Turn in a physical examination
2. Hand in the parent consent form
3. Turn in proof of insurance
4. Be cleared in previous sport

If any student is held out of practice or activity, due to injury or illness, they will need to have a doctor's note to return to participation.

Section 7 Length of Practice

All practices shall be limited to 2 ½ hours in length or not to exceed 6:30 p.m. Practice length is defined as all contact with athletes for that day. Due to only one gym during basketball season the following practice schedule will be followed: practices will be 2 ½ hours in length and are to be completed by 9:00 p.m., any deviation from these hours will need to be approved by the Athletic Director.

Section 8 Missing Practice

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

All practices are important, not only to the individual, but to the group as a whole. In some cases, where a participant must miss practice when they are excused in advance, the participant may be required to also spend some extra time before or after regular practices to make up for the practice time lost. This is the only way which coaches/sponsors can help the individual regain skills which they missed out on because of the absence from practice.

Unexcused absence and tardiness determined by the discretion of coaches or sponsors is not allowed. Violations will be handled at the discretion of the sponsor.

Section 9 Hours

Participants will be home on school nights (Mon.-Thurs.) before 10:00 p.m., or within 30 minutes after the completion of a school sponsored activity, unless previously arranged with coaches or sponsors. Weekend hours (Fri.-Sun.) are arranged at the discretion of the coaches or sponsors with all participants

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being home by at least 12:00 (midnight) unless previously arranged with coaches or sponsors. Violation: minimum suspension for the next quarter or game (set), but must continue to practice.

Section 10 Church Night and Sunday practices

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.

There will be no Sunday practices unless absolutely necessary or there is a contest scheduled for Monday. If Saturday and Sunday are options, then Saturday must be used. The Sunday practices are not mandatory, but voluntary.

Section 11 Student Track Policy

Students are allowed eight 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 eight 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 eight day limit. The student must then make up any time missed over the eight day limit to assure he/she does not lose any credits.

It is our beliefs 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 eight days left, they should be able to use these days to attend track meets. This was not the intent of the eight 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 the day before to the office and may ride with anyone they want to the meet. They will not be allowed to leave before 10:00 a.m. Any student that is ineligible will not be allowed 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.

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Section 12 Junior High Activities Policy

Junior high students who are academically ineligible will not be allowed to attend practices or games, as part of the team, whether the contest is at home or on the road.

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.

Section 13 Letters

Students in grades 9 - 12 may obtain a music letter by:

1. Successfully completing the entire year.
2. Participating in all concert and contest performances.
3. Instrumental students must attend all of the pep band performances, unless an excused absence is granted.
4. Special cases will be considered by the music instructor and administration.

Varsity letter in football, volleyball, and basketball

1. The student must successfully complete the season.
2. He/she must have competed in at least one-half of the total quarters/sets played
3. Special cases will be considered by the coach and administration

Varsity letter in track (boy and girl)

1. The student must successfully complete the season.
2. He/she must place first or second in a minor meet (dual or triangular)
3. He/she must score 6 points during the season.
4. All athletes must be academically eligible for 80% of all scheduled meets.
5. Special cases will be considered by the coach and administration

Lettermen will be given a letter, and medal the first time they letter. Future letters will be awarded with only the bar. Certificates will be awarded each time the student letters.

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Section 14 Concussions Return to Learn

Sterling Public Schools will follow the guidelines set forth by the Nebraska Sports Concussion Network. The school's Concussion Management Team will meet about any student who has sustained a concussion and will individualize a plan for each student to return to the classroom.

Section 15 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.

Section 16 Sportsmanship, Attitude and Insubordination

Failure to comply with directions given by a coach or sponsor or to comply with proper attitude standards as assessed by coaches or sponsors; failure to display appropriate sportsmanship to opposing teams, fellow teammates, coaches, sponsors, and fans are violations. Any violation(s) may result in suspension from contest or current activities according to sponsors, coaches, or administrative discretion.

Section 17 Appearance

Participants will always be neat, clean, and well-groomed while participating. All participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.

Section 18 Field Trips

No 7-12 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 an Industrial Technology class

Section 19 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 once a month. The officers include a president, vice-president, secretary, and treasurer.

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Section 20 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.

Section 21 Organization Events

The following organizations will sponsor the following functions:

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

Section 22 Dances

PROM - Only students 9th grade and up, from any school, will be allowed to attend.

HOMECOMING – 7th and 8th graders from Sterling can only attend with a 9th through 12th date, from our school. All dances should be done prior to 12:00 a.m.

Out of town dates have to be approved by the administration and under the age of 20.

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.

Section 23 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.

Article 14 Instruction - Curriculum

Section 1 Registration

Registration of classes for 7-12 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.

Section 2 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.

Section 3 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.

High School Graduation Requirements

1. Attendance: Eight Semesters of attendance are required in order to be considered for graduation. Exception to the eight semester requirement may be made in unusual circumstances and only with approval from the Board of Education.
2. Credit:
 - a. Students will earn a minimum of 240 credit hours in grades nine through twelve.
 - b. A credit hour is defined as the successful completion of a course which meets one period per week for one semester of at least eighteen weeks. Equivalent credit is to be awarded for courses or programs offered in other time patterns according to criteria prescribed by the North Central Association of Colleges and Secondary Schools.
 - c. Students must have attended Sterling Public School for at least the last 4 semesters in order to be considered for Valedictorian or Salutatorian.
3. Distribution of Credit – Credits required in the following areas:

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English	40 hours
*Speech	5 hours
Social Studies	30 hours
Mathematics (9 th , 10 th & 11 th)	30 hours
Science (9 th , 10 th & 11 th)	30 hours
Health	5 hours
Physical Education	5 hours
Fine Arts (Art or Music)	10 hours
Career Education (Agriculture, Business or Industrial Technology)	10 hours
Computer Applications	5 hours
Elective Courses	70 hours

The following courses are required by all students with credit hours awarded to meet graduation requirements:

English 9, 10, 11, 12

*Speech

*Leadership for a full year will be allowed to be counted for the Speech Requirement.

American History, World History, American Government

Physical Science & Biology & must take a Science class during their Junior Year

Computer Applications

Algebra I or Applied Math I

Physical Education

Two semesters of Fine Arts (music or art)

Students must present evidence of twenty (20) hours of volunteer service completed prior to receiving their diploma. Volunteer service is defined as "unpaid, volunteer time served."

Sterling schools will provide and maintain forms for the purpose of accounting.

The remainder of the minimum required credits may be earned from the comprehensive list of courses offered, as listed in the curriculum guide, which is established by the counseling department and administration, with the assistance of the faculty.

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).

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.

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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:

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.

Section 4 Grading System

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

4.0	A	93-100	3.5	B+	89-92
3.0	B	85-88	2.5	C+	81-84
2.0	C	77-80	1.5	D+	73-76
1.0	D	70-72	0.0	F	0-69

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

Physical Education, Music, 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.

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Section 5 Class Rankings and Grade Point Average

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

The district will name a Valedictorian based solely upon class rank. The Valedictorian shall be the student earning the highest **GPA, with enrollment in the following coursework: English – 40 credits including English IV and Speech, math and science – 70 credits including 1 year chemistry and/or physics and 1 year of advanced math and/or pre. Cal./Calculus, foreign language – 20 credits, social sciences – 20 credits including American History and Government, and arts – 30 credits; also having a minimum of four semesters of enrollment in the district. The salutatorian shall be the student with the second highest class rank in the same criteria.**

Legal Reference: Neb. Statue 79-526

Cross Reference 507 Student Records

Section 6 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.

Section 7 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%.

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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.

Section 8 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 e-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.

Section 9 Teacher Certification

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher. Upon request, Sterling Schools will provide the following information to parents:

- The status of the professional qualifications of the students' classroom teacher in regard to licensing criteria for the grade levels and subject areas taught, as well as the baccalaureate and advanced degrees held, and the field of certification.
- Information concerning where a teacher is teaching under emergency or provisional status through which state qualifications have been waived, and timely notice if their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Section 10 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

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- (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.

Section 11 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.

Section 12 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.

Section 13 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.

Section 14 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

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during a study hall period if possible. Before school and after school are also good times for appointments 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.

Section 15 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.

Article 15 Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Sterling Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

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5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided
6. education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

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4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

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1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.

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5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: August 13, 2012

Article 14 Internet Safety and Acceptable Use Policy

Section 2 Notice to Parents

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 (Appendix A) and return it to your 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: Ryan Knippelmeyer, Superintendent, 250 Main, Sterling, NE 68443 – (402)-866-4761.

Appendix A

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Sterling Public School community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Sterling Public School. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Sterling Public School responsible for materials acquired or sent via the network.

I agree not to hold the Sterling Public School, any of its employees, or any institution providing network access to Sterling Public School responsible for the performance of the system or the content of any material accessed through it.

Student's or Students' Names

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Once signed it will be applicable for the duration of a student's attendance at Sterling Public Schools.

Appendix B

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.

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

Description of Fees to be Waived:

Signature of Student

Signature of Parent/Guardian

Date

Signature of School Official

STERLING PUBLIC SCHOOL
Parental Acknowledgment Form

Dear Student/Parent/Guardian:

Please read the following sections and sign where appropriate.

Thank you.

SCHOOL YEAR: 2015-16

PLEASE SIGN AND RETURN THE FOLLOWING TO SCHOOL BY AUG. 29, 2015

I hereby acknowledge with my signature that _____
(student name)

has reviewed the student/activity 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 _____

2015-2016

ACKNOWLEDGMENT OF RECEIPT

This receipt shall serve to demonstrate that you as parents or guardians of a student attending Sterling Public School, District No. 33 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulations. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal legal requirements for the district to obtain any federal assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any such student.

We are aware of the program offered by the Sterling Public School. We realize the need for the school to provide supervision of students. We have read the rules and regulations adopted by the Board of Education as part of the supervision to help the students successfully complete the program. We have no questions about the adopted rules and regulations (Board policies) at this time.

We have read and understand the above policies.

Signature of Student

Date

Signature of Parent