



**ELEMENTARY  
HANDBOOK  
2016-2017**

Forward

Section 1	Intent of Handbook	1
-----------	--------------------	---

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

Section 1	School Calendar	2
Section 2	School Hours	2
Section 3	School Closing	3
Section 4	School Schedules	3
Section 5	Bus Rules	4
Section 6	Fire Drills-Disaster Drills	5
Section 7	Video Surveillance	5

Article 2 – Attendance-Suspensions

Section 1	Attendance Policy	5
Section 2	Absence Notification	7
Section 3	Excused Absence Known in Advance	7
Section 4	Excessive Absenteeism	7
Section 5	Truancy	8
Section 6	Tardies to Class	8
Section 7	Detention	8

Article 3 – Dress Code – Harassment – Code of Ethics

Section 1	Dress Code	9
Section 2	Profanity	10
Section 3	Fighting	10
Section 4	Disruptive Behavior	10
Section 5	Alcoholic Beverages, Illicit Drugs and Nicotine Products	11
Section 6	Defacement of School Property	11
Section 7	Water Guns, Spit Wads, Pea Shooters	11
Section 8	Knives, Guns, Weapons	12
Section 9	Audio Visual Devices, iPod and Cell Phones	12
Section 10	Harassment Policy	12
Section 11	Standards & Sanctions	13
Section 12	Disciplinary Sanctions for Violating Standards of Conduct	14

Article 4 – Miscellaneous

Section 1	Telephone Calls	15
Section 2	Flowers, Memorials, Gifts	15
Section 3	Gifts to Teachers	15
Section 4	Classroom Visitation	15
Section 5	School Pictures and Yearbooks	16

Article 5 – Health and Accidents

Section 1	Birth Certificate Requirements	16
Section 2	Students w/ Health Concerns	16
Section 3	Students Who Become Ill and/or Injured	17
Section 4	Physicals	18
Section 5	Immunizations	18
Section 6	Asthma Protocol	18
Section 7	Authorization for Prescription Medication	19
Section 8	Authorization for Non-Prescription Medication	19
Section 9	Head Lice	19

Article 6 – Use of School Facility and Equipment

Section 1	Use of Restrooms	20
Section 2	Use of Gymnasium	20

Article 7 – Use of Transportation by Students

Section 1	Bicycles, Skate Boards, Shoes with Rollers	20
Section 2	Crosswalk	20

Article 8 – Announcements – Assemblies – Drives for Fund

Section 1	Announcements	21
Section 2	Communications	21
Section 3	Assemblies	21
Section 4	Drives for Funds	21

Article 9 – School Meals – Cafeteria Rules

Section 1	School Meals	21
Section 2	School Lunch	23
Section 3	School Breakfast	23
Section 4	Cafeteria Rules	23

Article 10 – Library and General School Rules

Section 1	Library Rules	24
Section 2	Playground Rules	24

Article 11 – Student Conduct- Rights- Withdrawal and Fees

Section 1	Student Conduct	25
Section 2	Stealing	26
Section 3	Withdrawal from School	26
Section 4	Permanent Records	26
Section 5	Activity Fund	26
Section 6	Student Fee Guidelines	27

Article 12- Activity and Other Information

Section 1	Concussions Return to Learn	28
Section 2	Field Trips	28
Section 3	Sterling School Boosters Organizations	28
Section 4	Dances	29
Section 5	Dress Code for Dances	29
Section 6	Copyright and Fair Use Policy	29

Article 13 – Instruction-Curriculum

Section 1	Registration	30
Section 2	Grading System	30
Section 3	Report Cards	30
Section 4	Teacher Certification	31
Section 5	Books and Supplies	31
Section 6	Home Study	32
Section 7	Special Programs	32

Section 8	Guidance	33
Section 9	How to see Your Counselor	33
Section 10	Title 1 Parent Involvement Policy and Learning Compact	33
Section 11	Speech and Language	35

Article 14 – Internet Safety and Acceptable Use

Section 1	Internet Safety Policy	37
Section 2	Notice to Parents	42

Appendix

Section 1	Appendix A	43
Section 2	Appendix B	44
Section 3	Appendix C	45
Section 4	Appendix D	46

## FORWARD

### Section 1 Intent of Handbook

Welcome to Sterling Public Schools. Sterling has a tradition of providing a quality educational program. This tradition is based on the efforts and accomplishments of the staff, students, patrons, and parents that make up the Sterling Public School. The Sterling Staff is dedicated to teaching so that all students learn. Together with you, we will strive to provide the best education for each and every student at Sterling Public School. This handbook has been compiled to inform you of procedure and programs at Sterling Elementary. Our goal is to make this a convenient and practical guide. We hope you will take the time to read it and keep it all year. This handbook is intended to be used by students and parents as a guide to the rules, regulations and general information about Sterling Public High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in it.

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

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

Policy explanations in this handbook are suspended by any and all school board policies passed regarding any of the items. Notification of changes will be made available to students and parents. In addition, items may need to be revised to meet new laws; regulations or situations, any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new addition.

The Sterling Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ryun Theobald, Principal  
402-866-4761 ext. 103  
[rtheobald@sterlingpublicschools.com](mailto:rtheobald@sterlingpublicschools.com)

Employees and Others: Ryan Knippelmeyer, Superintendent  
402-866-1761 ext. 102  
[rknippelmeyer@sterlingpublicschools.com](mailto:rknippelmeyer@sterlingpublicschools.com)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications decide for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **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**

Children may begin arriving on the school grounds at 7:45 a.m. No supervision of children is present until this time. 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 not to come to school before the time the building is opened unless they are to be under the supervision of a teacher. Each child, upon arriving at school, will line up in the designated area for his/her grade.

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.

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

**Section 3 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, school Facebook Page and Twitter account.**

*Parents may decide to keep their children at home in inclement weather because of personal circumstances.* 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 am. 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 4 School Schedules**

Regular Schedule- 8:00-3:37

Late Start (10:00 a.m.)

First Bell	9:55
------------	------

Wednesday PD (35 min. periods)

First Bell	7:55
------------	------

Noon Dismissal (no lunch)

First Bell	7:55
------------	------

*Dismissal times for specific days:*

*The first Wednesday of each month will be early dismissal of 1:37. Exception: There will be no early Wednesday dismissal in January or May.*



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

### 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.
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.**

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

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

### **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.

### **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 health care provider on their stationery will be required. The note from your health care provider will be required within three business days to qualify. 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 principal shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws resides.

*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. A note will need to be turned into the office within three days to be considered an excused absence. 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.

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.

## **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 cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district. The superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the “Excessive Absenteeism” and “Reporting Excessive Absenteeism” policies.

## **Section 6      Detention**

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

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 day.
  - a) May be an in-house suspension where student does not attend classes but will be assigned to an office or area where he/she will work on assignments for the day.
  - b) May be suspended for one school day and may make up any work missed. If a student is ill, he/she must make up detention time upon return.
5. 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. keeps one for teacher file
  - D. has detentions served within two (2) days of receipt. Exceptions are at the discretion of the teacher.

### **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.

*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 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.

## **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.

#### **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 Policies – 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.

- a. 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 of the following:

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

### **FORMS CAN BE FOUND IN THE 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.

Sterling students are expected to accept the leadership and authority of all school employees, be kind, courteous, and honest.

## **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.

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 will serve a three day in-school suspension.
4. If a student receives any more discipline forms, an out of school suspension will result.

#### **Article 4 – Miscellaneous**

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.

#### **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 through the day.

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

#### **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      Classroom Visitation**

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.***

Suggestions for visiting are:

1. Several 20-30 minute visits are better than staying too long at any one time.
2. After reporting to the office, please enter the classroom quietly.
3. Call the school and ask the teacher if the time planned is convenient. There are periods when visitations are not advisable, such as testing programs. We discourage preschool children from visiting. School age children may visit when accompanied by an adult.
4. We encourage visitations between September 15 and May 1. On holidays and birthdays children are not in their usual academic environment. We suggest you visit on other days that would show a more normal routine for your child.
5. Please keep in mind that while your presence is welcome, too many visits can be a distraction from the academic process. We recommend no more than one visit per month.

### **Section 5      School Pictures and Yearbooks**

Sterling Public School contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and dates are distributed by notes from the school. A yearbook is compiled with pictures of all elementary students and faculty and is available to be purchased.

## **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 or Injured**

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.

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.*

Minor cuts and bruises will be given first aid. If it appears that the student may have a broken bone, do not move the student until the Rescue Squad has checked the injury.

First aid supplies are furnished by the school, in the Superintendent's office, and are also available from the coaches in many areas.

As per Board policy, an accident report must be filed by the person in charge. Those carrying school insurance will be supplied with forms. This reporting also refers to any disciplinary actions of large magnitude so that we know the situation in advance of any resulting inquiries or complaints.

Encourage students to see a doctor or dentist when indications are that something is wrong. Indications of disease or sickness are: pain, earache, or running ear, nausea, vomiting or diarrhea, tiredness or irritability, dizziness or faintness.

Staff members who have been injured on the job should report the injury to the Superintendent's office immediately, to comply with the Health and Safety Law.

#### **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.

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.

### **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. You must have written permission from your medical doctor that verifies a student's ability to self-administer.

### **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.

## **Article 7 – Use of Transportation by Students**

### **Section 1 Bicycle, 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 2 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 Announcements**

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.sterlingpublicschools.com](http://www.sterlingpublicschools.com)), Facebook, Twitter, 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, audiotape, 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](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](mailto: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 2016-2017 school year will be as follows:

PreK-6 \$2.50 Grades 7-12 - \$2.65 per day Adults - \$3.50 per day Reduced - \$0.40 cents

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 7:45-8 am daily.

Prices of breakfasts for the 2016-2017 school year will be as follows:

PreK – 6 \$1.70 Grades 7-12 – \$2.25 per day Adults – \$2.25 per day Reduced - \$0.30 cents

The Sterling School Lunch Program is a non-profit entity, which serves nutritious meals every day at the lowest possible cost. At least five different food items are offered each day. Grades PK-12 are allowed “The Offer-vs.-Serve Option”, which means that they may choose three of the five food items offered and their meal still qualifies as a Government reimbursable lunch.

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

Fill out the application forms for Free/Reduced mailed out to parents, available on the school web site [www.sterlingjets.org] or at the school office. If you qualify and apply for free/reduced breakfast/lunches for your children, our school district will receive more State Aid and at the same time your children will receive free meals. RETURN THE COMPLETED APPLICATIONS AS SOON AS POSSIBLE!!!!

### **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 General School Rules**

### **Section 1 Library Rules**

The school library will be open each day from 9:30 a.m. to 2:45 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 from Magafiles are due by 9:40 a.m. the following school day after they have been checked out.

### **Section 2 Playground Rules**

Playground activity during noon and recess is provided so your child may learn to play games and associate with his or her fellow students. Safety and courtesy along with free expression for playtime are the prime factors of learning during these periods. Students are expected to obey the following rules:

1. Teachers/Paras on playground duty are in charge!!
2. Any child wishing to leave the playground for any reason (go after a ball, go to the office, restroom, etc.) must have the permission of the playground supervisor.
3. Jump ropes may be used only for skipping rope.
4. Basketball hoops and backboards are for basketball games, not hanging or climbing.

5. No tackle games allowed
6. No throwing of rocks, gravel or sticks on the playground.
7. No snowball throwing.
8. Do not leave a ball on the playground after you are done with it. If you see a ball on the ground where someone left it, return it to the room it came from.
9. Students need overshoes, rubberized boots, or an extra pair of waterproof shoes for outdoor wear in wet weather.
10. No running or pushing on the playground equipment.
11. One person at a time going down the slide and in a sitting position only.
12. Hard balls and bats are not allowed.
13. All equipment is to be used as it was designed.
14. Swings should be occupied by one student at a time and this student must be seated.
15. No balls are allowed on the playground equipment.
16. Playground games are open - anyone can play.
17. If there are any situations that develop not covered by the rules mentioned above, the teacher on duty will handle the event so as to insure the safety of the students.

## **Article 11 - 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. 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 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 bookkeeper 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      Student Fee Guidelines**

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

*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

*Physical Education Classes:* Classes are provided to grades K-6 five days a week. 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.

*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.

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 12 - Activities - Eligibility - Other Information**

### **Section 1 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 2 Field Trips**

Each grade is entitled to at least one field trip per year. Parents will be notified by letter of where the trip will be and what the students will do on the trip. A permission slip will be a part of the notification letter and must be returned with a parent's signature before the student will be allowed to go on the trip. No students will be able to attend a class field trip if 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. The number of parents going on the trip to help with the students shall be left to the discretion of the teacher.

### **Section 3 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.

### **Section 4 Dances**

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 5 Dress Code for Dances**

Semi-formal attire will be worn to a 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.

### **Section 6 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital form. Copyrighted works are not limited to those that bear a copyright notice. The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use", rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair". Students should seek assistance from a faculty member if there are any questions regarding what may be copied.



## Article 13 Instructions - Curriculum

### Section 1 Registration

#### KINDERGARTEN ADMISSION:

Children must have reached the age of five years or will reach such age 5 on or before July 31st of the current school year. A child may be admitted if they have reached the age of five between August 1 and October 15<sup>th</sup> only if the parent or guardian requests such entrance and provides an affidavit stating that the child attended kindergarten in another jurisdiction in the current school year, or the family anticipates relocation to another jurisdiction within the current school year.

A requirement for attendance is **(a)** birth certificate with a state raised seal signed by the proper official. Contact the State of Nebraska Bureau of Vital Statistics, P.O. Box 95887, Lincoln, NE 68589 or

phone number 471-2871. For those born in other states you may have to contact the same bureau at that state capitol. **(b)** Proper immunization papers and physical examination on forms available at the school office.

### Section 2 Grading System

Kindergarten

A – Almost Always

S – Sometimes

N – Not yet

The following grading system will be used for reporting progress to parents of grades 1-6.

A	93-100	3.5	F	69 or below
B	85-92	2.5	I	Incomplete
C	77-84	1.5		
D	70-76	0.0		

Incompletes will be given when a student's work is not complete. Unfinished work must be completed. Failure to do so will result in failing grade for that subject. Exceptions will be considered by the Principal.

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. Grades in a student's report card are not given by the teacher; they are earned by the student.

**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.

**Section 3 Report Cards**

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

*The school will also mail 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 4 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 5 Books and Supplies**

Textbooks will be issued to you by your teachers. The students are expected to take care of textbooks. Students shall be held responsible for all school property which they check out from school, and will be expected to reimburse the school for lost or abused items.

Parents/guardians of students in grades 1-5 are asked to furnish certain consumable items that their child will need such as pencils, erasers, paper, and crayons. Additional special requests may be made by the classroom teacher. Grades K-5 request that NO Trapper Keepers be sent to school due to unavailable room inside the individual desks.

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

- (1) Lost book.....Replacement cost (minus depreciation)
- (2) Writing in book.....25 cents
- (3) Torn page(s).....50 cents

- (4) Missing pages or broken binding.....50 cents per page
- (5) Returned unusable.....Replacement cost (minus depreciation)

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

Money collected from fines will be handed into the office.

**Section 6 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 7 Special Programs**

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.

**ACHIEVEMENT TESTS:**

NWEA Achievement tests will be given to all students grades 3rd-6th, twice throughout the school year. Results of the tests will be sent home or given out at Parent-Teacher Conferences.

**SPECIAL EDUCATION PROGRAM**

Handicapped children between the ages of birth and twenty-one years of age are eligible for special education services. In order to be eligible, the child must meet specific criteria established by the State of Nebraska in Rule 51 for Autism, Behavior Disorder, Deaf-Blindness, Developmental Delay, Hearing Impairment, Mental Handicap, Multiple Impairments, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech-Language Impairment, Traumatic Brain Injury, and Visual Impairment.

If you believe that your child may qualify for any of these programs, please contact your local school principal so arrangements for diagnosis can be made. All these services are provided by the Sterling Public School. This program provides additional individualized instruction or students who need additional instruction to be successful in the regular classroom.

**Section 8 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 her 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 9      How to See Your Counselor**

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

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

## **Section 10      Title I**

Sterling Public Schools offers a schoolwide Title 1 program. It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet state academic achievement standards. Following is a copy of the Title 1 Parent Involvement Policy and School-Parent Learning Compact form. Please read these papers and sign and return the Compact form to school. Thank you.

### *Sterling Public School Parent Involvement Policy*

Sterling Public Schools intends to follow the parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. The policy and the plan to implement it have been developed jointly and in agreement with parents from our building. It will be reviewed and updated annually with parent input. It will be distributed to all parents at the beginning of the year in a language they can understand.

- Parents are involved in the planning, review and improvement of the Parent Involvement Policy and the Parent/Student/School Compact at an Annual Parent Meeting at a convenient time.
  - An annual meeting will be held with parents to inform them about their child's participation in the Title I Program, explaining what the Title I program is and the requirements associated with it. This meeting is held each fall.

- Provide opportunities for parents to participate in decisions related to the education of their child's/children's. Some of these opportunities are:
  - Open House Night
  - School Committees – School Improvement, Climate, Boosters
  - Annual Parent Meeting
  - Parent-Teacher Conferences
  
- Parents will be provided in a timely manner information regarding curriculum, academic assessments used and proficiency levels through:
  - The student handbook
  - Parent-Teacher Conferences
  - Standardize Test Results
  - Progress Reports and Report Cards
  - Parents may access their child's grades through the school's website
  
- The school will provide assistance, opportunities, and/or materials to help parents understand topics relating to their student's academic achievement through:
  - Standardized Test Results
  - Workshops for parents
  - Open House
  - Progress Reports and Report Cards
  - Phone and/or Email Communications
  
- Parents of all students, including parents with limited English proficiency, parents with disabilities, and parents of migratory children.
  - Translator provided if needed
  - Transportation will be available upon request
  - Staff is available for phone conferences and home visits if needed

**Section 11 Speech and Language** The speech-language pathologist at Sterling School is employed by the Educational Service Unit #4 and is currently at our school two afternoons a week. His/her job is to diagnose and assist preschool and school aged children with speech and/or language disorders. Most children are referred by their classroom teacher; however, a few are referred by parents. If you have any concern about your child's speech or language development, Contact the school office or your child's teacher and a conference can be set up with our speech-language pathologist.

**School-Parent Learning Compact**

Sterling Public School  
2016 / 2017 School Year

**School / Teacher:**

*It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.
2. Regularly communicate with parents regarding child's progress.
3. Provide a safe, positive, and healthy learning environment.
4. Demonstrate professional behavior and positive attitude.
5. \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature Date

**Parent / Caring Adult:**

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and school staff to support my child's learning.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. See that my child has the necessary supplies needed throughout the school year.
4. Provide a quiet place and time to study and complete schoolwork.
5. \_\_\_\_\_

\_\_\_\_\_  
Parent Signature Date

**Student:**

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.
7. \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

## Article 14 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.

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.
6. Education. The plan shall be for all students to be provided 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.
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,

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.
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

## **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 authorize 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*

**Appendix C**

**STERLING PUBLIC SCHOOL**

**Parental Acknowledgment Form**

Dear Student/Parent/Guardian:

Please read the following sections and sign where appropriate.

Thank you.

---

SCHOOL YEAR: 2016-17

PLEASE SIGN AND RETURN THE FOLLOWING TO SCHOOL BY AUG. 29, 2016

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 \_\_\_\_\_

2016-2017

**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

\_\_\_\_\_  
Date