

**STERLING PUBLIC SCHOOL
JUNIOR HIGH &
HIGH SCHOOL
STUDENT/ACTIVITY HANDBOOK
2019-2020**



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FORWARD

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff 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 handbook apply to all school buildings or any school grounds during, immediately before or immediately after school hours. They also apply to any school-sponsored 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.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dottie Heusman
Title: Superintendent
Address: 250 Main St, Sterling, NE 68443
Telephone: 402-866-4761 x102
E-mail: dheusman@sterlingpublicschools.com

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review School District Policy 3053 - Nondiscrimination.

ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

Section 1 School Calendar

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

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

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

Section 2 School Hours

Students are asked not to enter the building before 7:45 a.m. When entering the building, all 9th-12th grade Band students must report to the Music room until the 7:55 a.m. bell. All 7th-8th grade students as well as all 9th-12th students not in Band must report to the cafeteria.

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 and the permission granted by the Principal. Parents will be notified and must give permission for students to leave school grounds. Students must sign in and out of the building by the front office.

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 SCHOOL 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, KLKN-TV, and KETV will carry the announcement along with our own Automated Messaging Service, school Facebook page, and website.**

When school is to be called off for the day, we will try to have this information posted by 6:00 a.m. When it becomes necessary to close school during the day, notification of dismissal time will be communicated in the same way as soon as the decision is reached.

ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

Section 4 School Schedules

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

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

Early Out - 1:37 p.m. (35 min. periods)	
First Bell	7:55
Period 1	8:00 - 8:35
AP	8:35 - 8:50 (second chance breakfast)
Period 2	8:52 - 9:27
Period 3	9:29 - 10:04
Period 4	10:06 - 10:41
Period 5	10:43 - 11:18
Period 6	11:20 - 11:55
Period 7	HS 11:57 - 12:32 7-8 Lunch 11:55 - 12:23 MS 12:25 - 1:00 9-12 Lunch 12:32 - 1:00
Period 8	1:02 - 1:37

Noon Dismissal (no lunch)	
First Bell	7:55
Period A	8:00 - 8:58
Period B	9:00 - 9:58
Period C	10:00 - 10:58
Period D	11:00 - 12:00

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

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 be permitted to board the bus when 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, arms, and all objects in the bus.
7. Pick up all trash when exiting the bus.
8. Refrain from using obscene or profane language.
9. Be respectful to the bus driver and other passengers.
10. No possession or use of tobacco or alcohol.
11. No unnecessary noise or commotion while on the bus.
12. 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.
13. Parents must notify the bus drivers or office prior to 3:00p.m. if there is a change in schedule. Requests made after this time may not be able to be accommodated.

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

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/or Principal 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/or Principal 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/or Principal and the Superintendent. A second warning will be given to the student and the parents will be called into a meeting. A one-week suspension from the bus will be given; parents will have to provide another source of transportation to and from school.
4. If a fourth offense occurs, the action taken can lead to longer bus suspension or no bus privileges for the school year.

Section 6 Fire Drills-Disaster Drills

Monthly fire drills will be held at which time the building will be vacated in a systematic and orderly manner. Detailed instructions for emergency exits are posted in each room. When outside, proceed to the sports courts area where roll will be taken and given to the Principal. Once it has been determined that all have safely cleared the building an all-clear will be given. Staff and students will then return to their classroom. Please remember the following:

1. Never assume it is merely a drill
2. Walk; do not run. Move in single file
3. No talking
4. Stay with your group
5. Leave all belongings in the building; coats, books, etc.
6. Make sure to check each room for fire and tornado escape routes

ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

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 are 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 current school year) to age 18.

Attendance is not mandatory for a child who:

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

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

If a student is to be excused for an appointment, a note from the medical office will be required.

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

NOTE: We are asking parents/guardians to be as honest and cordial as possible in dealing with the administration pertaining to absences. If you have any questions as to the validity of your child's absence, please contact either the Principal or Superintendent. We will try in every way to work with you to find a solution if or when your child needs to be absent from school.

Reporting to the County Attorney- If a student is absent more than 20 days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws resides.

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

ARTICLE 2 – ATTENDANCE - SUSPENSIONS

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 402-866-4761 ext. 100 before 8:10a.m. daily to verify any student absence from school. It is acceptable to email attendance information to Renae Kinney, school secretary, at rkinney@sterlingpublicschools.com. Parents of any student absent and unaccounted for will be called by phone following the recording of daily student attendance. This will be done for all students grades Pre-K-12.

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

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

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

Section 3 Excused Absence Known in Advance

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

Students who become ill at school must check out at the school office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the school office, failure to do so will result in disciplinary action.

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 a 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

ARTICLE 2 – ATTENDANCE - SUSPENSIONS

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 start an investigation into any such report to be made. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the “Excessive Absenteeism” and “Reporting Excessive Absenteeism” policies.

Section 6 Tardies to Class

If a student is tardy first period (1-19 minutes late), that student needs to sign in at the school office. Only first period tardies will accumulate towards detention time. Students will be allowed three (3) tardies per semester. After the third tardy, he/she will be assigned 15 minutes of detention for each tardy. A student who arrives at school after 20 minutes will be considered absent for that period.

Tardies to class (periods 2-8) will only be excused by the student’s preceding teachers if the student has been detained. If a student or students are going to be late to his/her next class, a pass should be obtained before leaving the classroom. All unexcused class tardies between periods 2-8 will be made up at the discretion of the classroom teacher. Students who do not have their tardy time made up will not be allowed to leave the building during the day for school activities. Tardy time must be made up with their first period teacher. A student’s first period teacher may allow the student to make up time with another teacher at their discretion. Teachers are responsible for communicating tardy time information to the Principal.

Section 7 Detention

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

Detention area assigned:

1. Students will not be seated together.
2. Students will not be allowed to talk.
3. Students must keep busy during detention time.
4. If a student misses detention time, he or she will have to make up double time.
5. If a student fails to make up the double time within three school days, that student will be subject to suspension for one school day.
 - a. May be an in-house suspension where student does not attend classes but will be assigned to an office or area where he/she will work on assignments for the day.
 - b. May be suspended for one school day and may make up any work missed. If a student is ill, he/she must make up detention time upon return.
6. Detention time will be assigned by the teacher.

Procedure in assigning detention time:

1. Teacher will notify the student immediately
2. Teacher will fill out detention form upon their discretion, and

ARTICLE 2 – ATTENDANCE - SUSPENSIONS

- a. give the student one copy
- b. give office one copy
- c. keep one for teacher file
- d. inform parents
- e. have detentions served within two (2) days of receipt. Exceptions are at the discretion of the teacher.

Section 8 **Emergency Exclusion - Board of Education Policy #6031**

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

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

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

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the Principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the Superintendent or Superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The Superintendent or the Superintendent's designee shall notify the student's parent(s) or guardian(s) that the Principal has proposed the extension of the exclusion. If the initial notice is oral, the Superintendent shall confirm it in writing.

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

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

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

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

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

ARTICLE 2 – ATTENDANCE - SUSPENSIONS

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

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

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

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

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

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

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the Superintendent.

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

Section 9 College Visitation

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

Section 10 Forfeiture of Credit

A student who, for any reason, is absent eight (8) times from a semester course will forfeit credit for the course unless there are chronic health conditions or special arrangements involved. A physician's statement will determine the validity of each absence for illness over the maximum allowed. A student will be given the opportunity to make up the time without loss of credit by spending fifty minutes after school for each class missed over the limit.

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

ARTICLE 2 – ATTENDANCE - SUSPENSIONS

Section 11 Senior Dismissal

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

ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

Section 1 Dress Code

The Board of Education has determined that a student's appearance and attire at school should be primarily the parents' responsibility, however, reasonable regulation concerning dress, hair style, and cleanliness is vital, not only to the individual student, but also to those with whom he/she shares a classroom.

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:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
3. 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);
4. Clothing or jewelry that could be used as a weapon (i.e. chains, spiked apparel) or that would encourage "horseplay";
5. Headwear, including hats, caps, bandanas, hoods, dew rags, and scarves, will not be worn in the buildings of the district during the school day;
6. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;
7. 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

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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 hallways
4. Swearing or back-talking to teachers or other people in authority
5. Cheating
6. Leaving the building without checking out of the office
7. Any other activity which negatively affects the educational atmosphere or disrupts the educational process

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

Section 6 Defacement of School Property

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

Section 7 Water guns, Spit Wads, Pea Shooter, etc.:

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

Section 8 Knives, Guns, and Weapons

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

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Section 9 Audio/Visual Devices, Cell Phones, Etc.

Audio/Visual Devices, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. used for non-educational purposes 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 any of the above mentioned items are in the school, the administration has the right to check or take them. The school is not responsible for lost or stolen items. Teachers may have students deposit audio/visual devices and cell phones with the teacher when they enter the classroom.

Consequences for having or using Audio/Visual Devices, iPods, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. outside of the approved times 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 Discrimination and Harassment - Board of Education Policy #5026

Sex Discrimination and Sexual Harassment of Students

I. Sex Discrimination

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

II. Sexual Harassment

- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
- B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.
- D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, Principal or counselor with whom she or he feels comfortable.
- E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

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- B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
- C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

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. Forms can be accessed in the Principal's office.

Procedure for reporting harassment:

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

Step 2: If the behavior is repeated, do all 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 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 into 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 Student Bullying - Board of Education Policy #5054

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

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or

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school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Section 12 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 of Education Policy #5104 prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by any student. Student use or possession of illicit drugs and/or alcohol is unlawful, wrong, and harmful. Conduct prohibited as described herein above shall include, but not be limited to, the following:

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

Section 13 Student Discipline - Board of Education Policy #5035

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, within two full days of returning to school after the suspension.

Emergency Exclusion

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

Weapons and/or Firearms

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the

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misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion.** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;

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9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

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- l. Using any object to simulate possession of a weapon; and
- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the Principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the Principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the Principal or Superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent, if the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

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Reporting Requirement to Law Enforcement

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

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

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

Discipline Progression per Semester:

1. When a student receives a third discipline form resulting in detention or other serious misconduct, he or she must sign a contract saying that he or she will serve a one day of in-school suspension if he or she earns another discipline form.
2. If a student earns another discipline form, he or she will sign a contract saying he or she will serve two days of in-school suspension.
3. If the student earns yet another discipline form, he or she will sign a contract saying he or she will serve a three day in-school suspension.
4. If a student receives any more discipline forms, an out of school suspension will result.
5. Parents will be notified all along the process and will receive a copy of the signed contract. Discipline forms will be cumulative until the end of the semester and then start anew at the beginning of a new semester.

ARTICLE 4 – MISCELLANEOUS

Section 1 Backpacks in School

For the safety and health of students, backpacks will be placed in students' lockers and will remain there throughout the school day. This means that backpacks will not be allowed in hallways, cafeteria, gym lobby, or classrooms. Students can access their backpacks and locker materials during passing periods.

Section 2 Telephone Calls

When an emergency exists, students may be called to the telephone at any time; however, students and parents must realize that classes cannot be interrupted for all calls. If only a message needs to be relayed, the information may be given to the office. The message will be relayed to the student at the end of the class period or at a convenient time throughout the day. Use of the office phone will only be allowed in an emergency or when a student is ill. Use of the phone is not an excuse to be tardy to class. Phone calls to students during class time can be disruptive and only emergencies will be put through. A student may return your call on his/her lunchtime. If you wish to call your child during their lunchtime the schedule is posted each school year.

Section 3 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.

ARTICLE 4 – MISCELLANEOUS

Section 4 Gifts to Teachers

It is contrary to Board of Education Policy #1310 for groups of students in classes, organizations or activities to collect funds for the express purpose of presenting gifts.

Section 5 Visitors

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

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

ARTICLE 5 – HEALTH AND ACCIDENTS

Section 1 Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Sterling Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. If your child was born in Nebraska, a birth certificate may be obtained from Nebraska DHHS, Division of Public Health, Vital Records, PO Box 95065, Lincoln, NE 68509. There is a fee per certificate.

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

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

Section 2 Students with Health Concerns

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

Section 3 Students Who Become Ill

Students must leave school if they have a temperature of 100.0 degrees, diarrhea, communicable diseases (e. g. ringworm, pink eye, chickenpox) or they are vomiting or at the discretion of school personnel. It is important for the health of all students, including your student, that no student shall return to school any sooner than 24 hours after the fever or last

symptom (such as vomiting or diarrhea) have subsided without the aid of any fever reducing medication (such as Tylenol or Ibuprofen).

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

ARTICLE 5 – HEALTH AND ACCIDENTS

If any student develops symptoms of illness or is injured at school, the parent, guardian, or any person designated as an emergency contact 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, the student's parent will be notified and Rescue Squad personnel may be called.

First aid supplies are furnished by the school and are also available from the coaches in many areas.

As per Board of Education 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.

The school will encourage students and parents 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.

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 waiver can be obtained from the office signed and returned to the office. **In addition, any student in grades 8-12 wishing to participate in athletics must have a 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 conditions 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

ARTICLE 5 – HEALTH AND ACCIDENTS

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. Doctor's verification is also needed in order for students to self-administer medication.

Section 9 Head Lice, Nits, and Bed Bugs

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).

Lice and Nits - Board of Education Policy #5062

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

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

Bed Bugs - Board of Education Policy #5064

Students found to have bed bugs will not be permitted at school and will be sent home or removed from contact with other students. Upon discovering the presence of any indication of bed bugs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

ARTICLE 5 – HEALTH AND ACCIDENTS

Students will not be permitted to return to school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

The student cannot ride the school bus, effective immediately upon discovery by the school until the parent(s) or guardian(s) have confirmed that successful treatment had occurred.

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 or Principal. The school's daily educational and athletic program shall always have priority in terms of granting permission for use.

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

Section 3 Use of Weight Room

Students in high school are not to be in the weight room without the presence of a school employee during school hours. High School students may use the weight room after school hours in the presence of an adult. Any patron in the Sterling school district that is out of school may use the weight room without a school employee present. Patrons may purchase weight room key. If problems occur (e.g. misuse of equip., stolen equip., not keeping room clean, etc.) then the weight room will not be open to those people.

Section 4 Lockers

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

ARTICLE 7 – USE OF TRANSPORTATION BY STUDENTS

Section 1 Automobiles

1. Students driving cars or other motor vehicles to school are subject to such rules and regulations as the school may find necessary.
2. Students are permitted to park in the parking lot only.
3. Students should keep the car locked while it is parked during the school day, or when attending a school activity.
4. Students are not to go to their cars during the school day, including the noon hour, without specific permission from the office.

5. Anyone wanting to work on their car during shop must park their car in front of the shop and pick it up at the shop after school.
6. It is expected that everyone driving in the vicinity of the school will conform to city and state traffic regulations.
7. Use of the school parking areas is a privilege which can be revoked for a cause.
8. Students are requested to use the trash receptacles in or near the parking lot.

ARTICLE 7 – USE OF TRANSPORTATION BY STUDENTS

9. Upon leaving the parking lot students are to exit to the south and obey the speed limit.

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

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

Section 2 Bicycles, Skateboards, and Shoes with Rollers

Students who ride bicycles and scooters are to park them in the rack west of the gym. It is recommended that bicycles and scooters be locked and remain locked throughout the day. The school assumes no responsibility for bicycles or scooters. Skateboards are to be kept in the Principal's office. Footwear containing any type of rolling devices are not allowed.

Section 3 Crosswalk

Students who need to cross the street on the west side of the school should use the crosswalk provided in the middle of the block. All traffic must stop at this designated walkway to allow pedestrians to cross. This is the safest location and students should always use the crosswalk.

ARTICLE 8 – ANNOUNCEMENTS – ASSEMBLIES – DRIVES FOR FUND

Section 1 Daily Announcement

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

Section 2 Communications

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

1. A monthly newsletter will be emailed 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 "Weekly 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. The bulletin will also be posted on the Sterling website and Facebook page.

Other forms of communication available to parents are the School website (www.sterlingjets.org), Facebook, Twitter, and Automated Messaging Service 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.

ARTICLE 8 – ANNOUNCEMENTS – ASSEMBLIES – DRIVES FOR FUND

Section 4 Drives for Funds

All fund-raising drives must be approved by the Principal and Superintendent. Fundraising 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 cafeteria. 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. Our Automated Messaging Service 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

ARTICLE 9 – SCHOOL MEALS – CAFETERIA RULES

Section 2 School Lunch

Prices of lunches for the 2019-2020 school year will be as follows:

Grades 7-12 – \$2.95 Adults – \$3.70
Extra milk will be 50¢ per carton. Adult milk will be 60¢ per carton.

Section 3 School Breakfast

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

Prices of breakfasts for the 2019-2020 school year will be as follows:

Grades 7-12 – \$2.25 Adults – \$2.25

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.

After a designated amount of time for lunch students may be allowed to be in the gymnasium. Students will not be allowed to remain in their classroom 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, and dishes to the designated area in the cafeteria.

Placing milk cartons, napkins, etc. in the trash can provided.

Not removing food or drink from the cafeteria.

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

ARTICLE 10 – LIBRARY AND STUDY HALL RULES

Section 1 Library Rules

The school library will be open each day for student use. Students wishing to use the school library must obtain a library pass from their teacher. Students will not be permitted in the library unattended. The library will be closed for special class sessions and testing sessions as needed. A notice will be posted in advance so students will have a chance to get the material which they need prior to the library closing.

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. Students 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.

ARTICLE 10 – LIBRARY AND STUDY HALL RULES

3. 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. Students on the down list will only be allowed to check out books if they correspond with their coursework.

Section 2 Rotating Study Hall Rules

1. No student can leave the room to go to his/her locker, restroom, etc.
2. Students will have an extra minute to get to class before the rotating study hall to go to the restroom, get books; pick up laptops (if permission is given in advance), etc.
3. Before a student is allowed to leave study hall to see another teacher or go to the library, a phone call or communication to the appropriate instructor **MUST BE MADE**.
4. Teachers WILL monitor students; all students will remain in the classroom.
5. RSH schedule will be listed on the weekly flight plan and weekly bulletin.
6. TV's are to remain off during RSH, unless a request has been approved by the administration.
7. Any type of makeup work is encouraged to be done during this time. Teachers and sponsors are encouraged to hold meetings either before school, after school, or during the lunch period. Approval by the Principal will be needed for a meeting to be held during a RSH. Please give the students notice of meetings so they can make adjustments.
8. If there is a meeting scheduled during the study hall time, students MUST first go to their study hall teacher to check in and you will then be dismissed.
9. There will be NO rotating study halls during early dismissals or late starts. The rotating study halls will begin following Labor Day vacation. Rotating study halls may also be dropped on days when an excessive number of students are absent from school due to scheduled school activities.
10. During the last RSH of the week, students may be required to go to a teacher's room if they are on the eligibility list for that class.

ARTICLE 11 – HONOR ROLLS

Section 1 Honor Roll

Students receiving an overall average of 93% or above, with no grade below a 90%, will be listed on the honor roll. The honor roll will be published at the end of each nine-week grading period. A semester honor roll will also be published at the end of each semester. Physical Education, Music, Band, and Teachers Aide are not included when determining the honor roll.

Section 2 Honor Roll of Distinction

Students receiving an overall grade average of 96% with no grade lower than a 93% will be listed on the honor roll of distinction. The honor roll of distinction will be published at the end of each nine-week grading period. A semester honor roll of distinction will also be published at the end of each semester. Physical Education, Music, Band, and Teachers Aide are not included when determining the honor roll of distinction.

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - 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.

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

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 Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and administrators. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

1. Cheating violates the standards of academic integrity. “Cheating” means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - a. Tests (includes tests, quizzes, and other examinations or academic performances):
 - i. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - iii. Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - iv. Use of Other Student to Take Test: Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - v. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
 - b. Papers (includes papers, essays, lab projects, and other similar academic work):
 - i. Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

- ii. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- iv. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - v. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- c. Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- a. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions

The following sanctions can occur for academic integrity offenses:

- 1. Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
- 2. Report to Parents and Administration: The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- 3. Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

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

Section 4 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 checkout sheet to take to the teachers.

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

2. Return this checkout sheet to the Principal's office with the signatures of the Principal, bookkeeper, office secretary, class sponsor, technology director, librarian, athletic director, and activities sponsors indicating that all books and supplies have been returned and that all fines and bills have been paid.
3. The parents or guardians must give the school written permission to send the student's transcript of credits and records to the school which he/she will be attending.
4. No transcript of credits can be sent to school, armed forces, etc. unless the above conditions have been fulfilled.

Section 5 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 6 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 the school secretary. Requests for funds should be made to the school Principal by activity sponsors. Checks will then be issued by the Superintendent's office 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 7 Student Fees - Board of Education Policy #5045

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

1. Definitions.

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

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

2. Listing of Fees Charged by this District.

a. Guidelines for Clothing Required for Specified Courses and Activities.

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

b. Safety Equipment and Attire.

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

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

c. Personal or Consumable Items.

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

d. Materials Required for Course Projects.

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

e. Technological Devices.

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50 per year.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, purchase insurance coverage for the devices.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

f. Extracurricular Activities.

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

- Student activity card \$30
- Covers admission to all extracurricular events*

-Student participation fee	\$0
<i>Required of all students who participate in athletics and/or other extracurricular activities</i>	
-Future Business Leaders of America	\$25
-National Honor Society	\$0
-SKILLS	\$100

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

-Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$150.00
-Football	Students must provide their own football shoes and undergarments.
-Track, Volleyball, & Basketball	Students must provide their own shoes and undergarments
-Future Farmers of America	Students must purchase their own jackets and pay dues of \$25

g. Post-Secondary Education Costs.

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

h. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

i. Copies of Student Files or Records.

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

The district will charge a fee of 10¢ (black and white)/25¢ (color) per page for reproduction of student records.

j. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$200.00.

The Driver’s Education Fee shall be \$250.00.

k. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch program is as follows:

Breakfast Program – PreK-6 – Regular Price \$1.80, Reduced Price 30¢

Breakfast Program – Grades 7-12 – Regular Price \$2.25, Reduced Price 30¢

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

Lunch Program – PreK-6 – Regular Price \$2.70, Reduced Price 30¢

Lunch Program – 7-12 – Regular Price \$2.95, Reduced Price 40¢

Students choosing to have seconds of a main entrée will be charged additional costs.

i. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

-Band Students must provide their own instruments and marching band shoes.

-Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150.00.

m. Contributions for 7th-12th Grade Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund for all grade levels will be:

7th	8th	9th	10th	11th	12th
\$10	\$10	\$15	\$15	\$20	\$20

3. Waiver Policy.

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

4. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

5. Voluntary Contributions to Defray Costs.

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

6. Fund-Raising Activities.

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

ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

7. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Section 8 Other Fees

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 per Adult
\$25 per Out-of-District Senior Citizen		In-district Senior Citizen are free

Sport Physicals: Responsibility of student. This is not eligible for a fee waiver.

Math: A calculator may be recommended and is the responsibility of the student.

Fee waivers must be submitted **prior** to the time of the event and are available on-line, in the school office, in this handbook, or from class sponsors. If a student requests and receives a fee waiver and then does not attend the event, the student must repay any fees or registration costs incurred by the school for that student to attend the event.

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Section 1 Extra-Curricular Activities

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

Membership to these organizations shall be on a voluntary basis and members may withdraw. If a member withdraws or is dismissed from an organization or activity, the Principal should be notified immediately. School activities include dances, banquets, parties, etc. All school sponsored functions must have at least one faculty sponsor present.

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

A student is to be in attendance at school the day of an activities or practices, field trips or academic contests. If the student is not at school before the beginning of 4th period the day of an activity/practice, and does not have an approved excused absence, he/she will not be allowed to participate in that activity/practice. Students who leave during the day because of an illness may not return at the end of the day for practice. The student may participate if the absence is excused by the

Principal prior to the absence. Students who have the opportunity to participate in weekend activities and choose not to do so; will not be allowed to attend the next activity during school hours without approval from the Principal.

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Current Offerings:

NON-ATHLETIC	ATHLETIC
National Honor Society	Boys Basketball
Skills USA	Girls Basketball
Instrumental/Vocal Music	Football
Quiz Bowl	Girls & Boys Track
Student Council	Volleyball
Speech Team	
One Act Play	
Homecoming/Winter Ball/Prom	
FFA	
FBLA	

Section 2 Academic Progress/Eligibility

All students must pass a minimum of 20 credit hours the previous semester of attendance according to State standards. Students in grades 7-12 failing two or more classes after the third week of the quarter will not be eligible to participate in any activities involving other schools until their grades in every class except one are at a passing level. Ineligible week is from the Tuesday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received. The eligibility rule states that a student may not be failing the same class two consecutive weeks. The idea behind this approach is that a student will not continue to fail the same class week after week.

The counselor will compile a weekly academic status list to determine student activity eligibility (see activity handbook). Junior High students not out for the activity are to remain in class and not attend the activity (home or away) without sponsor and administrative approval. It is the student’s responsibility to take the initiative to the extra help and to raise his/her grade to a passing level.

Beginning with the first semester after the 3rd week, parents will be notified of students doing work which the teacher feels is below their capabilities. Every quarter after that, the grace period will be the 2nd week. If the student is taking a new class second semester, the 3rd week grace period would apply. The eligibility list for the 2nd and 4th quarters will be based on the student’s semester grade and not quarter grade. Students in grades 7-12 failing two or more classes after the third

week of the first quarter will not be eligible to participate in any activities involving other schools until their grades in every class except one are at a passing level.

Students planning to attend a state or national convention/activity, must be eligible to attend such an event at the registration deadline for that event.

Any student who is ineligible at the end of each quarter will not be allowed to participate during the first week of the next quarter. Students who are ineligible may have to turn in their cell phone, headphones, earbuds, and other personal electronic devices to the office to help them focus on their school work.

Section 3 Illegal Drugs, Smoking, and Nicotine Products

Student use or possession of illicit drugs, alcohol and/or tobacco products (ie. cigarettes, cigars, or other tobacco or tobacco derivative products, vapor products or electronic nicotine delivery systems, alternative nicotine products, or any such

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

look-alike or imitation products) is unlawful, wrong, and harmful. Students' standards of conduct will be followed with the minimum prohibited conduct being:

1. Consumption of alcoholic beverages or the possession thereof
2. Use or possession of illegal drugs or drug paraphernalia

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

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

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

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

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

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

- A. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
- B. Awards: Students that violate this code will not be allowed to receive Conference honors. They will also not be allowed to receive a letter in the activity that they are participating.
- C. Any student caught or found guilty of the drug, alcohol and tobacco policy will be required to sit out a minimum of one contest/activity during the next activity/season in which they participate. If the violation occurs between season/activity, the student must sit out one contest of the next activity/sport they participate in.

- D. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity, provided the standards are approved by the administration and the Board of Education, and are communicated in written form to the student and parents before the particular sport/activity season begins.

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

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

Section 4 Athletes Code of Ethics

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

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

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

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

Section 5 Procedure for Code of Conduct Violation

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

Section 6 Pre-practice Requirements

All athletes must meet the following requirements before beginning practice:

1. Turn in a physical examination

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

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

Section 7 Length of Practice and Morning Practices

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

Morning practices for any activities may not begin prior to 6:00 a.m. and must be completed by 7:45 a.m.

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Section 8 Missing Practice

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

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

Section 9 Hours

Participants will be home on school nights (Mon.-Thurs.) before 10:00 p.m., or within 30 minutes after the completion of a school sponsored activity, unless previously arranged with coaches or sponsors. Weekend hours (Fri.-Sun.) are arranged at the discretion of the coaches or sponsors with all participants being home by at least 12:00 (midnight) unless previously arranged with coaches or sponsors. Violation: minimum suspension for the next quarter or game (set), but must continue to practice.

Section 10 Church Night and Sunday Practices

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

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

Section 11 Student Track Policy

Students are allowed eight days each semester to be used for sickness, dentist, or doctor appointments which cannot be scheduled after school or on Saturday (including funerals). They are NOT to be used as eight free days to take off and do as students wish. Once in a while we have a student who may abuse these days and then really gets sick for 2-3 days and goes over the eight-day limit. The student must then make up any time missed over the eight-day limit to assure he/she does not lose any credits.

It is our belief that if a student wants to miss a full day of school to attend a track meet; he/she should be on the track squad. Many times students feel that if they have four of their eight days left, they should be able to use these days to attend track meets. This was not the intent of the eight-day policy.

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

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

district track meet. For this meet only, students will be allowed to attend with a note or a phone call the day before to the office and may ride with anyone they want to to the meet. They will not be allowed to leave before 10:00 a.m. Any student that is ineligible will not be allowed to attend the district track meet.

Section 12 Junior High Activities Policy

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

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

Section 13 Letters

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

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

Varsity letter in football, volleyball, and basketball:

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

Varsity letter in track (boy and girl):

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

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

Section 14 Concussions Return to Learn

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

Section 15 School Insurance

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

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Section 16 Sportsmanship, Attitude, and Insubordination

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

Section 17 Appearance

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

Section 18 Field Trips

Field trips can be an extension of the academic class or considered an enrichment field trip. Any student on the Eligibility List will not be allowed to attend an enrichment field trip. Any student on the Eligibility List may attend the extension of an academic activity if the following conditions are met: the teacher/sponsor must meet with the principal to discuss the individual student to determine if further steps are needed. If approved, the teacher/sponsor shall then assist the student as needed in completing the Extension of the Academic Class Form and contact the parent(s) to review the plan. Students who have missed consecutive school days directly prior to leaving school for either an enrichment or extension of the academic class field trip will be reviewed by the principal for eligibility to attend.

Section 19 Sterling School Boosters Organizations

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

Section 20 Activity Bus

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

Section 21 Organization Events

The following organizations will sponsor the following functions:

StuCo/Committee	Honor Society	Junior Class
Homecoming	Awards Night	Prom
Fall	Spring	Spring

Section 22 Dances

All dances should be done prior to 12:00 a.m. Out of town dates have to be approved by the administration prior to the event. Dates of Sterling Public School students must be under the age of 20.

The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave. Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance.

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted. Law enforcement will be contacted if there is reasonable suspicion that the student or a student’s date is under the influence of alcohol or drugs.

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

HOMECOMING - 7th and 8th graders from Sterling can only attend with a 9th through 12th date, from our school.

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

Section 23 Dress Code for Dances

Formal attire is to be worn to Prom.

Semi-formal attire is to be worn to any other school sponsored dance. Semi-formal means no blue jean shorts. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.

ARTICLE 14 - INSTRUCTION - CURRICULUM

Section 1 Registration

Registration of classes for 7-12 students will be done in the spring of the school year. Students who have scheduling conflicts will have the first week of school to drop and add classes. If a schedule change is necessary, the proposed change must be approved by the Guidance Counselor and the Principal. All senior changes will be approved only after consulting the student’s permanent record.

Section 2 Curriculum

All students are required to register for eight (8) classes. Any changes in classes must be made within the first five (5) days in which that class is in session. No changes in classes may be made without referral through the Principal/Guidance Counselor. The Principal in turn will notify the teachers involved with the changes and will act upon a recommendation of

teacher and/or parents, and/or students. Dropping a class after the deadline will result in a failing grade, unless special consideration is given by the Principal.

Section 3 Requirements for Graduation

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

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

High School Graduation Requirements

1. Attendance: Eight Semesters of attendance are required in order to be considered for graduation. Exception to the eight semester requirement may be made in unusual circumstances and only with approval from the Board of Education.
2. Credit:
 - a. Students will earn a minimum of 240 credit hours in grades nine through twelve.
 - b. A credit hour is defined as the successful completion of a course which meets one period per week for one semester of at least eighteen weeks. Equivalent credit is to be awarded for courses or programs offered

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in other time patterns according to criteria prescribed by the North Central Association of Colleges and Secondary Schools.

3. Distribution of Credit: Credits required in the following areas:

English	40 hours
Mathematics	30 hours
Science	30 hours
Social Studies	30 hours
Career Education (Agriculture, Business, or Industrial Technology)	10 hours
Fine Arts (Art or Music)	10 hours
Personal Finance	10 hours
Computer Applications	5 hours
Health	5 hours
Physical Education	5 hours
Elective Courses	65 hours

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

English 9, 10, 11, 12

American History, World History, American Government

Physical Science, Biology

Computer Applications II

Algebra I

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

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

The Board of Education does reserve the right though, to consider a student for early graduation if a special situation warrants such action. NOTE: To be eligible for valedictorian or salutatorian of the senior class, a student must be in attendance two or more years within the Sterling High School. Graduation robes will be maroon, gold, white, or black.

To be eligible for graduation from high school, a student must have completed 220 credit hours.

At the start of the 2015-16 school year, the Sterling Board of Education adopted revised graduation requirements which now include a community service piece. All incoming 9th grade students will need to perform a minimum of 20 hours of community service in order to fulfill the graduation requirements. These community service hours must be voluntary, but they may also be used in conjunction with other school organizations, so long as that is approved by the sponsors of those organizations. All hours must be approved and signed for by a non-family member. All forms need to be turned in to the Principal.

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

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Section 4 Grading System

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

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

Teacher's Aide will be given credit on a Pass/Fail basis.

Physical Education, Music, Band, and Teachers Aide are not included when determining the Honor Roll or Honor Roll of Distinction.

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

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

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

WARNING: A student who, for any reason, is absent 6 (six) times from a semester course will be given a verbal warning and a letter to parents that there has been excessive absence. At 10 (ten) absences the student 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 5 Class Rankings and Grade Point Average

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

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

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

Legal Reference: Neb. Statute 79-526

Cross Reference 507 Student Records

Section 6 Failure of Required Courses for Grades 7-12

Any students in grades 7 and 8 shall be expected to pass core credit classes before progressing to the next level of that subject area. Core credits subject shall be Math, Science, Social Studies, and English. If a student does not receive credit,

ARTICLE 14 - INSTRUCTION - CURRICULUM

he/she will be given opportunities for credit recovery with the last option being repeating that core subject. All credit recovery will be approved by the Principal or Superintendent.

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

Section 7 Summer School Eligibility Requirements

Summer school courses will be provided based on the class offerings through a computer or teacher directed program. Students who have failed a course in the current school year will be responsible for both the tuition and fees for enrollment. The school will pay for and retain all textbooks for future use. The timeline to have these courses completed will be an administrative decision, but in most circumstances the course will need to be completed and passed prior to the first day of school for the upcoming school year. Students will work at their own pace at their chosen location, but will have to have the test proctored by a school staff member at school. Prior arrangements for summer school must be made with support from the guidance counselor.

Section 8 Reporting Periods

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

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

Section 9 Teacher Certification

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

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

Section 10 Books and Supplies

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

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

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No charging will be permitted and all fines must be paid before report cards are given at the appropriate reporting period. Money collected from fines will be handed into the office.

Section 11 Home Study

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

Section 12 Special Help

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

Section 13 Guidance

Guidance services are available for every student in school. These services are intended to aid in the 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 office hours.

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

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

Section 14 How to See Your Counselor

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

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

Section 15 End of the School Year Checkout

The last week of school each student will receive ONE checkout slip from the Principal. After all books and materials are checked in to the teacher, the teacher will sign the check-out slip. The student must also get the signature of the Principal, bookkeeper, office secretary, class sponsor, technology director, librarian, athletic director, and activities sponsors before leaving school for the summer.

ARTICLE 15 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school. Students must also follow the Sterling 1-1 Laptop Acceptable Use Policy. Students and parents must sign this form prior to the student receiving their device.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. **Enforcement**

A. **Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

ARTICLE 15 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. **Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a) Loss of computer privileges;
 - b) Short-term suspension;
 - c) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d) Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Children's Online Privacy Protection Act (COPPA)**

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

Section 2 Notice to Parents

The Sterling School District wishes to offer your child limited access to the Internet and an electronic mail (email) 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 email 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 email 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 email access.

If you agree to allow your child to have Internet access and an email address, sign the Acceptable Use Agreement (Appendix A) and return it to your school.

ARTICLE 15 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dottie Heusman
Title: Superintendent
Address: 250 Main St, Sterling, NE 68443
Telephone: 402-866-4761 x102
E-mail: dheusman@sterlingpublicschools.com

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review School District Policy 3053 - Nondiscrimination.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS - PARENT'S AGREEMENT 2019-2020

- Listed on Appendix C

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 Student Internet and Computer Access Policy #5037 adopted by Sterling Public Schools. 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 (email) 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 Schools responsible for materials acquired or sent via the network.

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

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use. Once signed, it will be applicable for the duration of a student's attendance at Sterling Public Schools.

REQUEST TO WAIVE STUDENT FEES - 2019-2020

- Listed on Appendix C

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 and reduced-price lunches under the United States Department of Agriculture child nutrition program.

Free and Reduced School Meals forms will be mailed to every family at the beginning of August each school year and are available in the school office or on the school website: www.sterlingjets.org.

Fee Waiver forms, to request that certain fees or costs of material for items or projects be waived, are available in the school office or on the school website: www.sterlingjets.org.

Waiver forms must be submitted **prior** to the time of the event.

APPENDIX A - 2019-2020

PARENTAL ACKNOWLEDGMENT

I hereby acknowledge with my signature that _____ has reviewed the student/activity handbook. *Name of Student*

Signature of Parent/Guardian _____ Date: _____

APPENDIX B - 2019-2020

STERLING PUBLIC SCHOOL FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (1974)

According to the Family Educational Rights & Privacy Act, Sterling School is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. Examples of publications include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, websites, award listings, and birthday/Valentine lists. In addition, the press often covers special school events for the newspaper, television or website. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications, per Board Policy #5017.

If you do not wish to have your child's information released, you may check and sign the exclusion form below and return it to the school your child attends. ***This form will be placed in the student's file and be in effect for the duration of your child's attendance at Sterling Public School.*** It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked below. Thanks for your partnership in your child's education.

It is important to note that Sterling School makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. If this form is not returned, your student will be placed in the NO RESTRICTIONS category.

PLEASE PUT AN X IN FRONT OF THE CHOICE(S) THAT APPLY:

_____ A. **No Restrictions:** I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.

B. **Restrictions:** I hereby direct the school district **NOT TO RELEASE** the following directory information concerning my child:

_____ **Student Name/Home Address/Telephone Number/Birth date** Restriction will *exclude* your child from class lists, music or sports programs, newsletters, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc.

_____ **Student Photo or Video Release** Restrictions will *exclude* your child from television, newsletter, newspaper, or website coverage of school events, field trips and classroom activities. (Does not include yearbook or photo ID)

_____ **Student Work Display** Restriction will *exclude* your child’s schoolwork or art from being posted on the web, published in the paper or on television, and District 33 school displays at public buildings.

_____ **Military & Institutions of Higher Learning** Restriction will *exclude* Sterling Schools from sharing student name/home address/telephone number in lists given to recruiters.

NAME OF HIGH SCHOOL STUDENT(S) ONLY:

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

Signature of Parent/Guardian _____

Date: _____

PLEASE SIGN AND RETURN TO SCHOOL BY AUG 28, 2019

APPENDIX C - 2019-2020

ACKNOWLEDGMENT OF RECEIPT - STUDENT’S AGREEMENT

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/Guardian _____

Date: _____

PLEASE SIGN AND RETURN TO SCHOOL BY AUG 28, 2019

STERLING 1-1 LAPTOP ACCEPTABLE USE POLICY 2019-2020

The policies, procedures and information within this document apply to all laptops used at Sterling Public Schools, including any device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

A. DISTRIBUTION AND COLLECTION OF LAPTOPS

Laptops will be distributed to all students grades 7-12 after the student and parent(s) are oriented on the operation of and rules and regulations of the user of student laptops. Additionally, parents and students must sign and return the “Laptop Computer Protection Plan” and “Acceptable Technology User Agreement Guidelines” before the laptop can be issued to their child. All parents and students are required to meet with administration prior to the laptop being issued to the student. Laptops will be collected at the end of each school year for the entire summer. Maintenance, cleaning and software installation will be done at this time. Students will retain their original laptop each school year while enrolled at Sterling Public Schools. However, laptops will be restored to their original condition, on an “as needed” basis. Students will need to backup any files they want to keep.

The Sterling Schools will charge a \$50 per year fee for laptop use by the student. This fee will be paid before a laptop is allowed to leave the schoolhouse. This fee is to cover the cost of repairs and is a way to defray costs to students and parents.

B. CARE OF LAPTOPS

Students are responsible for the general care of the laptop they have been issued by the school. In addition to providing students with expanded learning opportunities, teaching students responsibility is also at the core of this initiative. Laptops that are broken or fail to work properly must be taken to the Principal or technology coordinator.

General Precautions

- No food or drink allowed next to your laptop.

- Cords, cables, and removable storage devices must be inserted and removed carefully from the laptop.
- Students must never loan their laptop to anyone including family members.
- Laptops must remain in an “as received” condition, free of any writing, drawing, stickers, labels or other markings that are not the property of the Sterling Public Schools.
- Laptops must never be left in a car, bus, any vehicle, any unsupervised area, or in locations of extreme heat or cold.
- Students should never carry their laptops while the screen is open.

Carrying Laptops

- Laptops should be in the protective case AT ALL TIMES! But also when transported (such as moving from room to room). The case should NEVER be removed!
- The laptop must be turned off or in sleep mode.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not put any type of pressure on the laptop
- Do not pick the laptop up by the screen.
- Do not place the laptop in an unpadded or unprotected bag.
- Do not poke, scratch, draw on, or place magnets near the screen.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, or discs).
- Clean the screen with a soft, dry, antistatic or microfiber cloth or screen cleaning pad.

Laptop Damage Reimbursement by Student/Parents

Damage to the computer for any reason is the responsibility of the student/parent(s) as follows:

- 1st incident -- 10% student/parent cost of repair
- 2nd incident -- 50% student/parent cost of repair
- 3rd incident -- 100% student/parent cost of repair

If the student intentionally damages the laptop, the student/parent will be responsible for 100% of damage

- Repairs will be determined and made by the Sterling Public Schools at a certified repair specialist.

C. USING YOUR LAPTOP AT SCHOOL

Laptops are required for use at school each day. Teacher activities, school messages, announcements, calendars, schedules, and assignments will be accessed using the laptop computer. Students will be responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teacher. Students are encouraged to take laptops home for educational use provided that parents have given permission.

Laptops Left at Home

Students leaving their laptops at home will have consequences as determined by each classroom teacher. Students will not be issued a loaner laptop for temporary use.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair. This will be at the discretion of the administration and/or technology coordinator.

Laptop Battery Issues

It is the student's responsibility to see that their laptop is charged adequately for the next school day. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences as determined by each classroom teacher; students will not be issued a loaner laptop for temporary use. Ideally, students would leave their charger at home and charge their laptop every night at home.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, gymnasium, locker rooms, library, classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops may be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

Default Settings

The district laptops are preset to optimal settings and standards. Any changes to the settings including the operating systems, BIOS, or hardware settings is prohibited and may result in disciplinary action.

Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops **should not be** stored in a student's vehicle at school or at home.

D. MANAGING FILES, SAVING FILES, PRINTING

Individual laptops will be used to store student work. Students will be logging on the Sterling Public Schools network to back-up their work, to place documents in specific folders, and accessing assignments. School district employees will not configure laptops for home printing. Only school-related material may be placed on the server for backup purpose.

E. LAPTOP SOFTWARE

Applications Software

The software originally installed by SPS must remain on the laptop in unaltered condition. From time to time the school may add software applications in a particular course which may have to be deleted at the completion of the course.

Virus Protection

The laptop has antivirus protection software. Do not install other antivirus programs as they may conflict with the school's software.

Filtering Software

Software programs have been installed to filter inappropriate internet content while the student's laptop is used at school, or anywhere off campus. That filtering software will record websites that students visit while they are using their laptops. Any attempt to circumvent the filter will be grounds for serious consequences.

Inspection

Computers remain the property of the school district whether at school or home, and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops. Computers may be confiscated at any time for maintenance or violation checks.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound

Sound must be muted at all times unless permission is obtained from the teacher.

Personalization

Any media deemed inappropriate by staff may not be used as a background photo or to personalize the laptop or the protective case given by the school that is attached to the laptop. Presence of guns, weapons, pornographic materials,

inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the student handbook. Students may not use stickers, markers, paint etc. to personalize their laptop itself. Students may decorate the snap-on case that is provided by the school. If the student does NOT elect to purchase the device when they graduate or if they leave the district at any time before graduation, they will be charged a \$20 cleaning fee if the snap-on case provided by the school is NOT free of personalization.

Printing

Printing may only be done at the direction of the teacher. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework. Students will only be able to print with the assistance of a teacher who will log into the printer to retrieve the student items they wish to print.

Procedures for Reloading Software

If technical difficulties occur or illegal software is discovered, technology staff will re-image the student laptop. If imaging is necessary, students may be assessed the cost of that repair. The school does not accept responsibility for the loss of any software deleted due to reformatting or imaging.

Software Upgrades

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed of what, if any, action will be required to complete the upgrades.

Non-Supported Software

Only software provided by SPS will be supported. Software installed by students, will be done at their own risk and will not be supported by the school. Students may be responsible for any cost to image the laptop or damage done by software.

F. ACCEPTABLE USE POLICY

Educational Purposes Only

The Sterling Public School District is providing access to its computer network and the internet for educational purposes only.

Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of the policy are the following (But not limited to):

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; viewing, selling or promotion of substance or inappropriate material prohibited by the school; intrude into the networks or computers or others; and download or transmit confidential, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

Academic Integrity Policy

The Academic Integrity Policy of Sterling Public Schools is outlined in the Parent-Student Handbook and explains matters related to academic work and honesty. If academic misconduct occurs, sanctions will be imposed against the student according to the policy established in the Parent-Student Handbook.

Failing and Ineligible Students

Students that are on the Ineligible List may be required to follow additional usage rules.

1. If a student is on the Ineligible List, they may be required to check their laptop in the office during the school day.
2. If a student is on the Ineligible List they may not be required to use other personal electronic devices or headphones, earbuds, etc.

Net Etiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to others.
3. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his or her email address to third parties. Forwarding email without permission is a copyright violation.
4. Be considerate when sending attachments with email. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

G. INTERNET SAFETY

General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites.

Personal Safety

Users are always cautioned to be safe. Users should not reveal personal information such as home address or telephone number. Users should not divulge real last names or any other information which might allow a person to locate the user. Students should not, under any circumstances, arrange a face-to-face meeting with someone they "meet" on the computer network or the Internet without their parent's permission.

Privacy and Safety

Do not go into chat rooms or send chain letters without permission. Do not open, use, or change computer files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords to other people.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is over 18 years of age, the permission of the student himself or herself.

Filtering / Monitoring Measures

Sterling Public Schools will utilize filtering software in an attempt to prevent students from access to Internet sites that are obscene, pornography, or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to help ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of research or other educational projects being conducted by students.

Student Email

Students in need of email for academic reasons will be allowed email through an address assigned by the district.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting or email during class without permission.
- Sterling Public School email is subject to inspection by the school.

H. PRIVACY

Network and Internet access is provided as a tool for the education of every student. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials. This includes the schools' laptops while used outside the school setting.

Computer activity will be monitored by the technology coordinator, Principal, counselor, Superintendent and teachers. If the student has attempted to access pornography or other inappropriate activity, as determined by the Principal, the student will lose internet or computer privileges for the remainder of the school year. If the event occurs in the final quarter of the school year, the student's internet or computer privileges will be removed from the first semester of the following school year.

I. FAILURE TO FOLLOW POLICY

The following suspension will be in effect for the laptop/computer used by the students. After three suspension periods a repeated offense will result in revoking the computer. The student will turn in their laptop/computer to the principal's office during the suspension.

Offense	1st Offense - Days Suspended	2nd Offense - Days Suspended	3rd Offense - Days Suspended	4th Offense
Unattended Laptop	2 Days	4 Days	7 Days	Revocation
Playing Inappropriate Games				
Inappropriate Music				
Inappropriate Class Use				
Abuse of Laptop				
Printing Inappropriately				
Inappropriate Desktop Pictures*				
Inappropriate Pictures in History*				

*If pictures show illegal action, a violation of school rules, etc. you will also be subject to other disciplinary actions. Information posted on Instagram, Facebook, Twitter or other student-generated social media sites can lead to discipline and non-school ramifications.

Note: Any student who has their laptop suspended will not be allowed to use it for any

homework, class work, etc. at home. Paper copies will be made available for all assessments, assignments, and class projects while a students' laptop is suspended.

LAPTOP CONSENT FORM 2019-2020

Student Expectations / Property of Sterling Public Schools / User agrees to abide by Federal/State/Local Laws

- I understand that the MacBook/Bytespeed issued to me belongs to the Sterling School District and that the district has provided it to me only for my educational use.
- I understand that nothing I access, create, or store on the MacBook/Bytespeed is private. The computer may be examined by school staff at any time and without notice to me or my parents.
- The MacBook/Bytespeed is assigned to me and is ALWAYS my responsibility.
- I will use the MacBook/Bytespeed as instructed by teachers, staff or parents.
- I will not bypass or change the MacBook/Bytespeed management settings or network management settings.
- I will come to school with the MacBook/Bytespeed fully charged and in its case every day.
- I will always carry the MacBook/Bytespeed with the lid closed and in the snap-on case provided.
- I will protect the MacBook/Bytespeed from food or beverage spills.
- I will follow all copyright laws while using the MacBook/Bytespeed.
- I understand that everything I post online may be accessed FOREVER.
- I will not remove or alter any markings identifying the laptop as school property.
- I understand that if I violate any of the rules listed above, my technology privileges may be taken away.
- Every effort will be made to filter internet sites off-site, but the **parent understands that they take full responsibility to monitor student** use while at home.

Laptop Damage Reimbursement by Students/Parents

Damage to the computer for any reason is the responsibility of the student/parent(s) as follows:

- 1st incident -- 10% student/parent repair cost
- 2nd incident -- 50% student/parent repair cost
- 3rd incident -- 100% student/parent repair cost
- **Intentional damage to the laptop, the student/parent will be responsible for 100% of damage.**
- Repairs will be determined and made by the Sterling Public Schools through a certified repair specialist.

I, _____ (print student name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to abide by these established guidelines and conditions for the use of the facilities of Sterling Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold Sterling Public Schools, any of its employees, or any institution providing network access to Sterling Public Schools responsible for the performance of the system or the content of any material accessed through it.

Signature of Student _____ Date: _____

I, _____ (print parent name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to support these established guidelines.

Signature of Parent/Guardian _____ Date: _____

MacBook/Bytespeed Serial #	
Sterling Serial #	
Charging Cord Serial #	
\$50 Non-refundable Deposit	Check # _____ or Cash _____