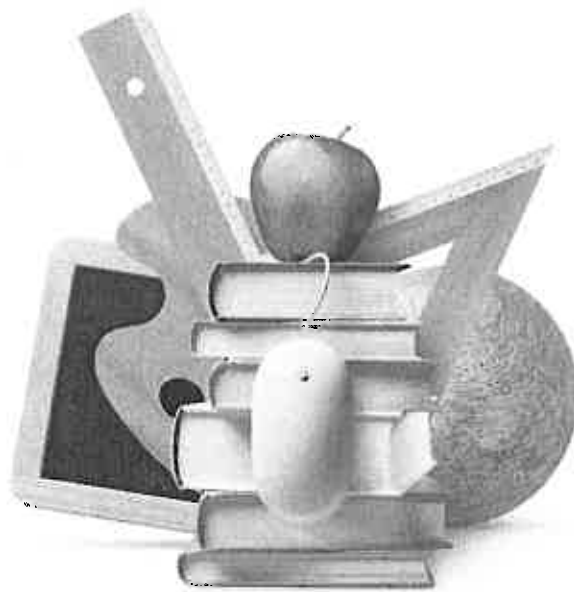


# Seward High School



## Parent-Student Handbook 2015-16

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◆ Phone: (402) 643-2988 ◆ Fax: (402) 643-2599 ◆  
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**Seward High School  
Parent-Student Handbook  
2015-16 School Year**

**Forward**

**Section 1 Intent of Handbook**

This handbook is intended to be used by parents, students, and staff as a guide to the rules, regulations, and general information about Seward 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 this handbook.

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 well being 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 regulations.

Each year the Board of Education shall adopt Parent-Student Handbooks. The rules, procedures and practices adopted in the Parent-Student Handbooks shall have the effect of Board Policy.

**Section 2 Superintendent and Members of the Board of Education**

Name	Contact Information
Greg Barnes, Superintendent	643-2941
Ryne Seaman, President	643-2121
Jerry Rumery, Secretary	646-9061
Paul Duer, Member	535-2707
Lisa Dworak, Member	643-4321
Curt Sherman, Member	643-0502
Scott Pekarek, Vice President	588-2604

**Section 3 High School Administration and Office Staff**

Name	Position
Scott Axt	Secondary Principal
Russ Wissing	Assistant Principal / Activities Director
John Moody	Assistant Activities Director / Social Science
Charles Gebhardt	Assistant Activities Director/Math
Craig Williams	Technology Coordinator

Noelle Baker	Counselor
Kevin Fields	Counselor
Josh Fields	Curriculum and Assessment Director
Connie Biaggio	Special Education and Special Services Director
Jennifer Messersmith	Food Services Director
Marty Telecky	Transportation Director
Lisa Vlasin	Administrative Assistant
Carmen Johnson	Administrative Assistant

#### Section 4 High School Teaching Staff

Name	Department	E-Mail
Andy Christensen	Chemistry & Ind Tech	Andy.christensen@sewardschools.org
Julie Christensen	Media Specialist	Julie.christensen@sewardschools.org
Mark Cidlik	Social Science	Mark.cidlik@sewardschools.org
Tiffany Core	Special Education	Tiffany.core@sewardschools.org
Dane Eisenmenger	Physical Education	Dane.eisenmenger@sewardschools.org
Pam Franck	Mathematics	Pam.franck@sewardschools.org
Craig Frederick	Vocational Agriculture	Craig.frederick@sewardschools.org
Kyle Hinkel	Mathematics	Kyle.hinkel@sewardschools.org
Jordan Hinrichs	Math/Computers/Phy Edu	jordan.hinrichs@sewardschools.org
Kurt Holliday	Industrial Technology	Kurt.holliday@sewardschools.org
Kristen Johnson	Spanish	Kristen.johnson@sewardschools.org
Clark Kolterman	Language Arts	Clark.kolterman@sewardschools.org
Becky Kromminga	Math	Becky.kromminga@sewardschools.org
Tommy Krueger	Instrumental Music	Tommy.krueger@sewardschools.org
Wade Miller	Business & Computers	Wade.miller@sewardschools.org
John Moody	Social Science	John.moody@sewardschools.org
Chris Oerman	Spanish	Chris.oerman@sewardschools.org
Jamie Opfer	Health & Physical Edu	Jame.opfer@sewardschools.org
Tom Pallas	Language Arts	Tom.pallas@sewardschools.org
Lynnette Petersen	Special Education	Lynnette.petersen@sewardschools.org
Angela Pfeiffer	Special Education	Angela.pfeiffer@sewardschools.org
Jenny Pinkall	Science & Physical Edu	Jenny.pinkall@sewardschools.org
Steve Pinkall	Science	Steve.pinkall@sewardschools.org
Pat Piskorski	Science	Pat.piskorski@sewardschools.org
Kate Pittack	Family Consumer Science	Kate.pittack@sewardschools.org
Jim Placke	Physical Education	Jim.placke@sewardschools.org
Becky Snyder	Spanish	Becky.snyder@sewardschools.org
Kyle Royuk	Math	Kyle.royuk@sewardschools.org
Sara Smith	Special Education	Sara.smith@sewardschools.org
Leslie Stratton	Vocal Music	Leslie.stratton@sewardschools.org
Elizabeth Thomsen	Art	Elizabeth.thomsen@sewardschools.org
TJ Towle	Alternative School	Tj.towle@sewardschools.org

Tom Tvrdy	Social Science	<a href="mailto:Tom.tvrdy@sewardschools.org">Tom.tvrdy@sewardschools.org</a>
Dory von Kampen	Language Arts	<a href="mailto:Dory.vonkampen@sewardschools.org">Dory.vonkampen@sewardschools.org</a>
Greg Welch	Social Sci & Phys Edu	<a href="mailto:Greg.welch@sewardschools.org">Greg.welch@sewardschools.org</a>
Tom Widler	Business & Computers	<a href="mailto:Tom.widler@sewardschools.org">Tom.widler@sewardschools.org</a>
Steve Wignall	Physics & Strength Train	<a href="mailto:Steve.wignall@sewardschools.org">Steve.wignall@sewardschools.org</a>
Katie Wright	Language Arts	<a href="mailto:katie.wright@sewardschools.org">katie.wright@sewardschools.org</a>
Roy Wright	Industrial Arts	<a href="mailto:Roy.wright@sewardschools.org">Roy.wright@sewardschools.org</a>

**Section 5 Support Staff**

Name	Position	
Rachelle Hinrichs	Media Paraprofessional	
Laurie Morse	Paraprofessional	
Deanna Dowding	Paraprofessional	
Dee Mitchell	Paraprofessional	
Shawna Winn	Paraprofessional	
Cyndi Boaz	Paraprofessional	
Vickie Prochaska	Paraprofessional	
David Hudson	Paraprofessional	
Linda Shafer	Paraprofessional	
Mitch Gabel	Custodian	
Kathy Klein	Custodian	
Vic Stutzman	Custodian	
Leroy Thorne	Custodian	
Nancy Duncan	Custodian	
Tom Vajgrt	Maintenance Director	
Jennifer Messersmith	Food Service Director	
Greta Criner	Food Service	
Rachel Hulbert	Food Service	
Tom Kouma	Food Service	
Rose Pekarek	Food Service	
TBD	Food Service	
TBD	Food Service	

**Section 6 School Calendar**

**See the following page**

# 2015-2016 CALENDAR

## SEWARD PUBLIC SCHOOLS

### JULY

21-24 New Teacher Training at ESU 6

### AUGUST

6 New Teacher Workday  
 7 New Teacher Orientation  
 10-12 Professional Development Days  
 13 First Student Day - Dismiss 1:30

### SEPTEMBER

7 No School - Labor Day  
 21 Professional Development Day - No Students

### OCTOBER

9 Elementary Planning Day--No Elem. Students  
 15 End of 1st Quarter - 44 Days  
 16 No School  
 19 Professional Development Day - No Students

### NOVEMBER

25 Professional Development for staff until 2:15. No Students.  
 26-27 Thanksgiving Vacation

### DECEMBER

22 End 2nd Quarter - 43 Days -- 1:30 Dismissal  
 23-27 NSAA Competition Moratorium  
 23-31 Winter Vacation

### JANUARY

1-4 Winter Vacation  
 4 Professional Development Day - No Students  
 5 School Resumes  
 18 No Elementary School

### FEBRUARY

19 No School  
 22 Professional Development Day - No Students

### MARCH

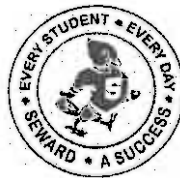
7 Elementary Planning Day--No Elem. Students  
 10 End of 3rd Quarter - 46 Days  
 11 No School  
 14 Professional Development Day - No Students  
 25 No School  
 28 No School

### APRIL

29 Elementary Planning Day - No Elementary Students

### MAY

13 Last Day Scheduled (subject to change) - 11:30 Dismissal  
 End of 4th Quarter - 42 Days  
 15 Graduation  
 16 Professional Development Day  
 30 Memorial Day



### PARENTS - PLEASE READ BELOW

\* Snow Days will be added back into the calendar. The last day of school is determined by the number of snow days used. The last scheduled day of school is May 13. The last day may change depending upon how many scheduled days are canceled. If one snow day is used it would be May 16, two snow days = May 17, and so on. Other than rare instances, we will try to complete school by Memorial Day, but in order to do so, other calendar changes could be necessary.

AUGUST 2015							SEPTEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

OCTOBER 2015							NOVEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

DECEMBER 2015							JANUARY 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

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

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

- End of Quarter
- ◐ Professional Development - No Students
- ◑ No School/No Students
- ◒ No Elementary School

Visit the school district website for calendar event information at: [www.sewardpublicschools.org](http://www.sewardpublicschools.org)

### Parent-Teacher Conferences

**High School - 5:30 to 7:30 PM**  
 Tues., Sept 8                      Mon., Nov. 16  
 Mon., Feb. 1                        Tues., April 5

**Middle School - 4:00 to 8:00 PM**  
 Mon., Sept. 28 - Grades 5-8  
 Tues., Feb. 16 - Grades 5-8

**Elementary School - 4:00 to 8:00 PM**  
 Tues., Oct. 13                      Thurs., Oct. 15  
 Tues., March 15                    Thur., March 17

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Welcome to Seward Public Schools. The Seward Public Schools' mission statement is "Every Student, Every Day, A Success."

### **Section 2 School Board Mission Statement**

The school district of Seward, in cooperation with parents and community, affirms that all students will have the skills to become productive and contributing members of a global community. The district is committed to the development of each student academically, emotionally, socially and physically.

### **Section 3 Mutual Respect**

Seward High School expects every staff member and student to be treated with respect and dignity. A show of disrespect in words or actions by a student towards a staff member or insubordination on the part of the students will not be tolerated.

### **Section 4 Multicultural Policy (Board Policy 6020)**

The school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

### **Section 5 Complaint Procedures (Board Policy 2006)**

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.



## Article 1 – Mission and Goals

- b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) The superintendent will investigate as he or she deems appropriate.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.

## Article 1 – Mission and Goals

- b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president may encourage the complainant to reduce his or her concerns to writing.
    - 3) The board president, in his or her sole discretion, may determine whether the complaint should be placed on a future board meeting agenda to be discussed by the entire board in executive session.

## Article 2 – School Day

### Section 1 Daily Schedule For High School

1 <sup>st</sup> Period	8:15 – 9:45 (8:10 – 8:59 & 9:01 – 9:45)
2 <sup>nd</sup> Period	9:49 – 11:17
3 <sup>rd</sup> Period	11:17 – 1:17 (including lunch)
4 <sup>th</sup> Period	1:21 – 2:49
5 <sup>th</sup> Period	2:53 – 3:37

### Section 2 Shortened Schedules For High School

#### (2 Hour Late Start)

1 <sup>st</sup> Period	10:15 – 11:30
3 <sup>rd</sup> Period	11:30 – 1:30
2 <sup>nd</sup> Period	1:35 – 2:10
4 <sup>th</sup> Period	2:15 – 2:50
5 <sup>th</sup> Period	2:55 – 3:37

#### (1:30 pm Dismissal)

1 <sup>st</sup> Period	8:15 – 9:30
2 <sup>nd</sup> Period	9:35 – 10:10
4 <sup>th</sup> Period	10:15 – 10:50
5 <sup>th</sup> Period	10:55 – 11:30
3 <sup>rd</sup> Period	11:30 – 1:30

### Section 3 Severe Weather and School Cancellations

The superintendent of schools is authorized by the board of education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services (such as bus transportation and school activities) may be cancelled. Parents may also sign up to receive Bluejay Alerts via phone and email.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick

## Article 2 – School Day

up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Seward Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year.

In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. **In certain situations, parents may not be allowed to enter the building and/or pick up their children.**

### Section 4 Closed Campus

All students are required to remain on campus and in the building during the school day, including lunch. Exceptions are made for students attending college classes or leaving for work experience.

## Article 3 – Use of Building and Grounds

### Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:00 am. Students are to stay in the building lobbies or hallways and are not to go into the media center or classrooms without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:37 pm. Make-up work, special help, assignment after school, club meetings, and other school activities begin immediately after school. It is important that students who are involved in any of these activities report to the designated area on time. All other students should leave the building as soon as possible.

### Section 2 Visitors

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

All visitors must report to the office upon entering the school to sign in and to receive a visitor's pass. Various limitations apply such as length of stay, days allowed and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason. Forms are available in the office.

### Section 3 Smoke-Free Building (Board Policy 3016 and Neb. Rev. Stat. 71-5701)

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

### Section 4 Care of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. School-issued items that are stolen or damaged are the responsibility of the student to whom they are issued. Students must pay all fines before they can receive school publications such as transcripts and report cards.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### Article 3 – Use of Building and Grounds

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing or torn page:	50 cents per page
Marks that cannot be erased:	20 cents per page

#### Section 5 Lockers (Board Policy 5036) and Backpacks

Students should not share a locker with other students since they are responsible for the contents and cleanliness of their locker. Students may be assessed a fine for damage to lockers. School officials may inspect lockers without any particularized suspicion or reasonable cause.

Backpacks and other bags are not allowed to be carried throughout the school day and/or into the classrooms. They should be stored in the lockers provided. Students must use school issued padlocks unless stated otherwise in an IEP or 504 plan.

#### Section 6 Use of Surveillance and Searches

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.

The school owns and exercises exclusive control over the student lockers, desks, computer equipment and other such school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches (including the use of a police dog) of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm

## **Article 3 – Use of Building and Grounds**

or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.

3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

### **Section 7 Use of Telephone**

Use of the office phone will be allowed in an emergency or when a student is ill. It may be allowed in other circumstances at the discretion of the office staff. However, the office phone is NOT to be used during class time and use of the phone is not an excuse to be tardy.

### **Section 8 Bicycles**

Bicycles must be parked in the racks provided and shall be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 9 Vehicles**

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property.

### **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student’s property will not be subject to loss, theft or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the principal.

### **Section 13 Laboratory Safety Glasses and Safety Equipment**

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science and art classes when the risk of potential injury is present.

## **Article 3 – Use of Building and Grounds**

### **Section 14 Insurance**

Under Nebraska law, the district may not use school funds to provide general student accident or athletic insurance. The district encourages all student participants in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news, reporting, teaching (including multiple copies for classroom use), scholarship or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

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



## **Article 4 – Attendance and Participation**

### **Section 1 Attendance Policy**

Regular and punctual student attendance is required by school board policy. The administration is responsible for developing further attendance rules and regulations. Students must be enrolled on a full-time basis. Exceptions are permitted per Board Policy 5002.

### **Section 2 Attendance and Absences (Board Policy 5001)**

#### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

#### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

#### **Exceptions**

This policy does not apply when (1) the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her and the child is fourteen years of age or more and has completed the work of the eighth grade; or (2) when illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

#### **Discontinuing enrollment**

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the form which is attached to this policy. The school district, at the discretion of the administration, may require verification of the child's age and the affiant's authority to disenroll the child.

## Article 4 – Attendance and Participation

### Attendance Officer

The superintendent is designated as the attendance officer for the district. The superintendent, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

1. Excused Absences. Absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. An absence for any of the following reasons will be excused, providing the required procedures have been followed:

- (A) Attendance at a funeral or wedding,
- (B) Illness,
- (C) Doctor or dental appointment,
- (D) Court appearances that are required by a court order,
- (E) School sponsored activities,
- (F) Family trips in which student accompanies parent(s) or legal guardian(s),
- (G) Other absences that have received prior approval from the principal.

2. Unexcused Absences: An absence that is not excused is unexcused. Examples of unexcused absences include sneak days, sleeping in or not hearing an alarm. Students who are more than ten (10) minutes late to class are also considered absent. If a student's absence is unexcused, the student may receive zeros for any class work missed during the absence and may be required to make-up the work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. 79-201. Truancy is a violation of school rules. The consequence of such action will be the following: first offense – make up the amount of time missed; second offense – one (1) day of in school or out of school suspension; third offense – three (3) day out of school suspension; fourth and each subsequent offense – five (5) day out of school suspension. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure. For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. **Students who will be absent for a school activity should make arrangements with their teachers prior to the absence.** If requested, assignments will be prepared for students who are ill. If parents and /or students request assignments, the school should be contacted by no later than 9 a.m. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent or guardian contact, the absence will be considered unexcused.

## **Article 4 – Attendance and Participation**

Reporting and Responding to Truant Behavior. Any administrator, teacher or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three (3) days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational or parochial school, which the person having control of the child shall designate, in attempt to remediate the child's truant behavior.

Reporting Habitual Truancy. Students of mandatory attendance age who violate Neb.Rev.Stat. § 79-201, will be reported to the county attorney of the county in which such person resides by the building principal.

Excessive Absence and Loss of Credit. Parents or guardians will be notified upon the student's fifth absence from any one class during a term. Written notifications will be sent to parents requesting them to set up an attendance hearing at or near the end of the term. Failure to comply within five (5) days will result in the student being denied credit in designated classes.

The faculty attendance committee, consisting of the assistant principal, the student's counselor and one teacher will review the circumstances during the hearing and determine whether or not to grant credit. After fourth term, decisions in regards to excessive absences will be made by the assistant principal and counselors.

Extraordinary or unusual circumstances, which may have caused a student to have an absence, may be presented to the committee, which upon showing or good cause, may allow an administrative waiver from the strict application of this policy. The committee may consider such factors as: whether the reasons are contrary to the spirit of this policy; whether the student is failing in any class; whether the student has been a disruptive, undisciplined student, whether the student has repeatedly failed to comply with school rules and regulations; and /or whether similar factors deemed appropriate by the committee.

### **Section 3 Tardiness**

Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Students will receive a warning after their third tardy of the term. Upon each of the next two tardies, a student will receive an hour detention. After the sixth and subsequent tardy of the term, a student may receive one day of in school or out of school suspension. Failure to serve the hour detention will result in additional consequences as well.

## Article 4 – Attendance and Participation

### Section 4 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### Section 5 Attendance is Required to Participate in Activities (Board Policy 6014)

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practices and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals, prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

If SHS qualifies for state in an activity, the principal may allow students to attend the event and still participate in their activities that day. Students who want to attend and support SHS will need to get a permission slip from the office and get approval from their teachers and parents ahead of time. The principal (at his/her discretion) will determine the amount of time that will be excused based on when SHS competes. Forms are available in the office.

### Section 6 P.E. and Sports Participation

If a student is injured in P.E. or sports practice, he or she needs to alert the teacher or coach so the staff member can complete an accident report.

If a student receives a note from medical personnel indicating they are injured, the student may not participate in P.E. or sports until they receive medical clearance. The school district will need a copy of the release prior to the student returning to P.E. or sports practice.

If a student has a minor injury that does not require medical attention, a parent may excuse their child from P.E. or sports practice for a maximum of two (2) days. The school district will need a note from the parent or the child will be expected to participate.

### Section 7 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not complete, students will receive no credit for the work required. The time each student is allowed to complete the make-up work is two (2) days for each day missed. However, the time may be extended by mutual agreement between the student and teacher. **Students who will be absent for a school activity should make arrangements with their teachers prior to the absence.** The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignments will be sent for extended absences such as hospitalization or prolonged illnesses.

## Article 5 – Scholastic Achievement

### Section 1 Grading System

Seward High School will use the letter grading system as follows:

Letter Grade	Percentage
A	93 – 100
B	86 – 92
C	78 - 85
D	70 – 77
F	0 - 69

Each teacher should define for students the grading procedures to be used in their classes.

### Section 2 Graduation Requirements (Board Policy 6006)

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) will be allowed to participate in commencement exercises.

Students who graduate from the School District of Seward must accumulate 235 hours. The total graduation requirements must include the following core curriculum:

Language Arts - - 45 hours  
    Language Arts and English Classes – 40 hours  
    Speech – 5 hours  
Science - - 30 hours  
Mathematics - - 30 hours  
Technology - - 5 hours  
Vocational - - 5 hours  
Social Science - - 35 hours  
Physical Education - - 15 hours  
Fine Arts or Foreign Language - - 5 hours  
Personal Finance - - 5 hours  
Volunteer Service – 30 clock hours

The student handbook and registration book will list the core classes and the elective classes that are available and/or required.

## **Article 5 – Scholastic Achievement**

### Early Graduation Plan

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

### Senior Recognition and Class Rank (Board Policy 6007 and Board Policy 6008)

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner for the graduating classes of 2016, 2017, and 2018:

Valedictorian – the graduating senior with the highest cumulative G.P.A.

Salutatorian – the graduating senior with the second highest cumulative G.P.A.

Honor Graduate – any graduating senior with a cumulative G.P.A. of 95% or higher

Students not attending Seward High School for both semesters during their senior year of high school will not be eligible for valedictorian or salutatorian recognition. They will be eligible to be recognized as an honor graduate.

Student class rank shall be determined by using a numeric G.P.A. derived from all classes grades on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students must be enrolled in the district's high school the last two semesters to be eligible to be included in class ranking.

The following system will apply starting with the graduating class of 2019.

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

Summa Cum Laude – A graduating senior with a cumulative G.P.A. of 4.0 or greater

## Article 5 – Scholastic Achievement

Magna Cum Laude – A graduating senior with a cumulative G.P.A. between 3.833 – 3.999

Cum Laude – A graduating senior with a cumulative G.P.A. between 3.667 – 3.832

G.P.A. will be calculated on numeric basis using a four-point scale. The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below. The “weighted” column in the table below will only apply to courses designated as weighted for the graduating class of 2019 and beyond.

Grade Earned	Non-Weighted	Weighted	Percentage Ranges
A+	4.0	5.0	98-100
A	4.0	5.0	95-97
A-	3.667	4.667	93-94
B+	3.333	4.333	91-92
B	3.0	4.0	88-90
B-	2.667	3.667	86-87
C+	2.333	3.333	84-85
C	2.0	3.0	80-83
C-	1.667	2.667	78-79
D+	1.333	2.333	76-77
D	1.0	2.0	72-75
D-	.667	1.667	70-71
F	0	0	0-69

The following Advanced Placement (A.P.) courses will be classified as weighted for the graduating class of 2019 moving forward. Please note, however, that these courses will not be weighted for the graduating classes of 2016, 2017, and 2018.

A.P. Calculus  
 A.P. Environmental Science  
 A.P. Biology

A.P. Literature and Composition  
 A.P. Statistics  
 Other A.P. offerings that may be added in the future

## Article 5 – Scholastic Achievement

The following table below illustrates the application of the GPA calculation formula within a particular term. To determine cumulative GPA this same formula is applied to all high school courses attempted.

Course	Credits Attempted	End % Grade	Mark Points Earned on a 4-Point Scale	Mark Points Earned X Credits Attempted = Credit Value	Cumulative 4-Point GPA = Credit Value Divided by Credits Attempted
Auto Technology	5.0	96%	4.0	20	83.33 Divided by 22.5 = 3.703 <b>CUM GPA = 3.703</b>
AP Biology	5.0	85%	3.333*	16.665	
Pre-Calculus	5.0	95%	4.0	20	
Spanish III	5.0	92%	3.333	16.665	
Select Choir	2.5	100%	4.0	10	
	<b>22.5</b>		<b>3.7332</b>	<b>83.33</b>	

\*AP Biology is a weighted course.

The following courses will be excluded in the calculation of high school GPA:

- Courses completed by home-schooled students
- Correspondence courses completed at a non-accredited high school
- Non-credit earning courses
- "Pass" courses
- Aide assignments
- College classes that do not earn high school credit

Transfer Students: In an effort to provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually with each course grade being assigned the weight of its closet counterpart in the Seward High School registration guidebook. The goal of this process is to ensure equity and fairness so that those transferring to Seward High School are given neither an advantage nor disadvantage in the calculation of GPA.

Selection of Graduation Speakers: Students interested in representing their graduating class as speakers at graduation shall apply at the designated time during the second semester of their senior year. The application process will require a short written application along with a speaking trial. A faculty committee of three-to-five staff members appointed by the principal on an annual basis will select the graduation speakers based upon pre-selected criteria that consider both the content of the speech and the delivery. No faculty member with a conflict of interest will be selected to serve on the committee.



## **Article 5 – Scholastic Achievement**

### **Section 3      Grade Placement (Board Policy 6009)**

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a home school and/or a non-accredited school will not be counted toward high school graduation requirements.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

### **Section 4      Schedule Changes**

Students needing schedule changes should notify their guidance counselor. The guidance counselor and all teachers involved must agree to all schedule changes. The principal reserves the right to make the final decision on all schedule changes.

### **Section 5      Progress Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent at teacher discretion.

## **Article 5 – Scholastic Achievement**

### **Section 6 Report Cards**

Report cards are issued at the end of each term. Percent grades are used to designate a student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term to make up incomplete work if given an "I" for the term. Failure to do so may cause the grade to change to an "F" or "NC" (no credit). No incompletes will be given at the end of the fourth term, as all course work must be completed by the end of the fourth term.

### **Section 7 Parent-Teacher Conferences**

Parent-Teacher conferences will be held once each term. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with one or more teachers as needed.

### **Section 8 Honor Roll**

The purpose of the Honor Roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> terms. Students will be recognized in the class of 2016, 2017, and 2018 if they meet the following criteria:

1. Minimum 93% for the grading period (high school classes only).
2. No "C's" or below in any class.
3. No "N's" or "U's" on student citizenship.
4. Enrolled in a minimum of 10 high school credit hours for the grading period.

The following Honor Roll criteria will apply starting with the graduating class of 2019:

1. Minimum G.P.A. of a 3.5 for the grading period (high school classes only).
2. No "N's" or "U's" on student citizenship.
3. Enrolled in a minimum of 10 high school credit hours for the grading period.

Honor Roll lists are published in the *Seward County Independent* each term.

### **Section 9 National Honor Society**

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of the prestigious national organization.

Admission to the National Honor Society: Members of this year's sophomore and junior classes are eligible for consideration for membership in the Seward Chapter of the National Honor Society. Students are selected by a faculty council which includes the following faculty members: Kyle Hinkel, Craig Frederick, John Moody, Chris Oerman and Steve Pinkall. The chapter advisor is Pat Brauer who serves as a sixth non-voting member of the Faculty Council.

## Article 5 – Scholastic Achievement

Membership is based on four criteria which are the cornerstones of the National Honor Society. They are scholarship, leadership, service and character. To meet the scholarship criterion for the graduating classes of 2016, 2017, and 2018, students must have an average grade of 93.00% during one term of the current school year and a cumulative GPA of 90.00%. Students in the graduating class of 2019 and beyond must have an average GPA of a 3.5 or greater. If they meet the scholarship criterion, their names will be submitted to the faculty as a whole. The faculty will rate each student on a 1 to 4 scale in the next three areas and are instructed to evaluate only the students whom they know.

Additionally, each student will be asked to complete a student survey form to support the student's candidacy by providing relevant information for use by the Faculty Council. Selection for membership to the chapter is always determined by a majority vote of the Faculty Council after reviewing faculty evaluation forms, student information forms and administrative records.

According to the published guidelines of the National Honor Society, "selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. For many students, selection as a member of the NHS is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member."

The selection process will begin during the fourth term. Students should check the counselor's office window where names of candidates for membership will be posted.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Pat Brauer.

Removal from National Honor Society. A student may be removed from NHS by action of the principal upon a determination by the principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction, and which, if known, would have caused denial if induction.
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which could cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the principal's decision to the superintendent by giving written notice of appeal to the superintendent within ten (10) calendar days of receipt of the principal's removal decision. The appeal procedures shall be established at the discretion of the superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the superintendent on the appeal shall be final.

## Article 6 – Support Services

### Section 1 Special Education (Board Policy 6010)

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

### Section 2 Guidance Services

Seward High School employs guidance counselors for the purpose of assisting with the district's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

### Section 3 Health Services

Student Illnesses. School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by school personnel that the child's condition prevents meaningful participation in the education program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication: Whenever possible your child should be provided medications by you outside of school. In the event it is necessary that the child take or have medication available at school, the parents or guardians must provide a signed written consent for the child to be given the medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent or guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medication will not be accepted. All medication also requires a signed consent form to be given at school.

For non-prescription medication that must be given on a routine basis by school personnel, parents must complete form Med-B. School personnel can occasionally give non-prescription drugs, such as non-aspirin and antacid. Parents must have signed the authorization form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

## Article 6 – Support Services

### Admission Requirements

(Board Policy 5002)

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange students pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation.

### **Part-Time Enrollment of Students**

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively—commonly referred to as a home school).

### **Application for Enrollment**

The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet admission requirements and file an application for enrollment on forms provided by the school district by June 1 of the year of enrollment. For second semester high school courses, the application must be filed by November 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

### **Capacity**

The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

## **Article 6 – Support Services**

### **Placement of Students**

Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

### **Grades and Academic Honors**

Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

### **Applicability of School Rules**

Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

### **Extracurricular Sports and Activities**

Exempt school students may not participate in extracurricular sports and activities; provided, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who become full-time students and satisfy the eligibility requirements of the district and the Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

### **Transportation**

Exempt school students are not entitled to transportation or reimbursement for transportation.

### **Birth Certificate, Physical, Visual Evaluation and Immunization:**

The parents or legal guardians shall furnish:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized

## Article 6 – Support Services

statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six (6) months prior to entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

3. Evidence of a visual evaluation by a physician, physician assistant, an advanced practice registered nurse, or an optometrist, within six (6) months prior to entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (Chicken Pox) and Haemophilus Influenza type B (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a refusal of immunization for medical reasons signed by a physician or refusal for religious reasons affidavit signed by a notary public.

The superintendent or superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and the right to submit affidavits or statements to object to the requirements, as applicable. The superintendent or superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced -cost visual evaluation for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students: If a student has been expelled from any public school district in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the school board of this district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the school board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits place on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student

## Article 6 – Support Services

under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

School Health Screening: Among the health services provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in kindergarten through fourth grade, seventh, and tenth grades, and to new students and those who have had previous hearing losses. Vision screening (distance) is done each year in all elementary grades kindergarten through fourth grade, seventh, and tenth grade. Vision (near) is done in grades first and third grade. Dental screenings are completed each year kindergarten through fourth grade, seventh grade, and tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in grades kindergarten through fourth grade, seventh grade, and tenth grade.

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination. Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

**See the following page for the most recent school immunization rules and regulations provided by the Nebraska Department of Health and Human Services.**



# Summary of the School Immunization Rules and Regulations 2015-2016

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine,            3 doses of Polio vaccine,            3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs of age            3 doses of pediatric Hepatitis B vaccine,            1 dose of MMR or MMRV given on or after 12 months of age,            1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.            4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs of age</p>
<p>Students from Kindergarten through 12<sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday,            3 doses of Polio vaccine,            3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.            2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,            2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Additionally, for 7<sup>th</sup> Grade Only</p>	<p>1 dose of Tdap (must contain Pertussis booster)</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/2014

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

The district implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### **Education and Prevention:**

This district promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this school district. Further, this district will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention

By this handbook, each student of the district is hereby provided a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities.

#### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the district to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel and experts on the subject of drug and alcohol abuse, so that its economic, social, educational and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the board's policy pertaining to students conduct as it related to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to the student and the district, and its programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-Entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation and re-entry programs within sixty (60) miles of the administrative offices of the district or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the district upon request of by the guidance counselor.

## Article 7 – Drugs, Alcohol and Tobacco

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against unlawful possession, use or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities: (In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove shall include, but not be limited to, the following:

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

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken with the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### **Drugs and Alcohol Prohibited – Standards of Conduct for Students:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

## Article 7 – Drugs, Alcohol and Tobacco

The possession, selling, dispensing, use, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout and reproduction fluid on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use of any look-alike drug or look-alike controlled substance on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, or use of tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next session on AUTHORIZED USE.

**Authorized Use:** Any student whose parent or guardian requests that he or she be given prescription or non-prescription medicine, drug or vitamin shall provide signed permission by parent or physician.

### **Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the principal's office immediately, or if not feasible, the principal will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal, or such other personnel as authorized by the principal, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:** The Seward Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, rehabilitation and re-entry programs, which are available to students.

## Article 7 – Drugs, Alcohol and Tobacco

**Administration:** The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

### Safe and Drug-Free Schools – Parental Notice

**NOTICE TO PARENTS:** Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction a parent object to the participation of their child in such programs and activities, the parent may notify the school district of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 8 – Student Rights, Conduct, Rules and Regulations**

### **Section 1 Student Conduct and Discipline Policies (Board Policies 5035 & 6024)**

The common goal of students, parents, faculty and administration of Seward High School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Seward High School will continue to review and distribute a set of reasonable and fair rules and policies.

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

#### **Short-Term Suspension**

The Principal or the Principal's designee 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 or the Principal's designee 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 or administrator 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 or administrator ordering the short-term suspension before or at the time the

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student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

### Long-Term Suspension

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

### Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten 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 and to such other consequences which the school district deems appropriate. In lieu of other

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authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

### **Other Forms of Student Discipline:**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, 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



## **Article 8 – Student Rights, Conduct, Rules and Regulations**

guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

In some circumstances, that warrant alternative forms of discipline, Saturday school from 8:00am to 12noon (school based service learning) may be given as an option to other forms of discipline.

### **Grounds for Short-Term Suspension, 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 or setting or attempting to set a fire;
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 or adult 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;
6. Engaging in the 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 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 or smell 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 or sexual conduct;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that

## Article 8 – Student Rights, Conduct, Rules and Regulations

the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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;
12. Dressing in a manner which 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.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. 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
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following conduct 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 shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Firearms
  - a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is

## Article 8 – Student Rights, Conduct, Rules and Regulations

in writing. The term “to school” or “at school” means 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.

- b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
  - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

### **Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal 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.

Student Appearance Policy: Students at Seward High School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

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- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (such as shorts and skirts of a length that pose a disruption to the environment of the school, midriffs, spaghetti straps, excessively torn attire, sagging pants or shorts that are worn below the waist, school dress that exposes undergarments such as sports bras, underwear, etc.);
- c. Clothing that is excessively tight fitting or revealing.
- d. Clothing or jewelry that advertises, promotes or makes reference to beer, alcohol, tobacco or illegal drugs;
- e. Clothing or jewelry that could be used as a weapon or that would encourage “horseplay” (chains, rings, spiked apparel);
- f. Head wear including hats, caps, sunglasses, bandannas and scarves;
- g. Clothing or jewelry that displays indecent writing, pictures, slogans, nudity, makes sexual references or carries double meanings;
- h. Excessive makeup that causes an unnecessary distraction;
- i. Health laws require that shoes be worn at all times while at school.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability or to convey a particularized message protected by law.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extra-curricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student may be sent home to change clothes or be provided with proper apparel. Continual violation of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

2. “Bullying” and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.

Harassment and Bullying (Board Policy 5054): Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be subject to discipline including, but not limited to, long-term suspension and expulsion.

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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.

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

Dating Violence (Board Policy 5058): Dating violence, as that term is defined by Nebraska law, will not be tolerated. Students who engage in dating violence will receive consequences that are consistent with the Nebraska Student Discipline Act and this district's student discipline policies.

3. Students who violate the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion.

Computer Use (Board 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.

### 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 electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers

## **Article 8 – Student Rights, Conduct, Rules and Regulations**

without approval.

4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy 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, web pages, digital communications, or web-based communications, including but not limited to facebook, myspace, twitter, etc.
15. Students shall not use technology to intimidate, harass or threaten others (Cyberbullying).

### **II. Enforcement**

#### **A. Methods of Enforcement**

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1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **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.

Public Displays of Affection: Public displays of affection will not be tolerated on school property or at school activities. Such conduct includes: kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

1<sup>st</sup> Offense: Students will be confronted and directed to cease.

2<sup>nd</sup> Offense: Students will be confronted, directed to cease, and parents will be notified.

3<sup>rd</sup> Offense: Students will be suspended from school for a minimum of one (1) day, and parents will need to meet with the principal and counselor.

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If this type of behavior continues, the student could face long-term suspension or expulsion.

Specific Rule Items: The following conduct may result in disciplinary action that, in the repeated violations, may result in discipline up to expulsion.

- j. Students are not given hallway passes, restroom passes or telephone passes to leave a classroom unless special circumstances arise.
- k. Students in the hallway during class time must have a pass with them.
- l. Food, candy and drinks are allowed in the classroom (at teachers' discretion) and hallways. Sack lunches are the only "outside" food allowed to be consumed during lunch. No "fast food" is allowed to be delivered. Containers, such as water or juice bottles, that have been previously opened and brought into the building are subject to search.
- m. Students are expected to bring all books and necessary materials to class.
- n. Assignments for all classes are due as assigned by the teacher.
- o. At the end of each period, the teacher dismisses the students. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
- p. Special classes such as Industrial Technology, Vocational Agriculture, Art, P.E., Computers and other lab based classes will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- q. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) personal stereos such as iPods – unless teachers give special permission in their classroom and does not cause a distraction to the learning, b) beepers, and c) laser pointers.
- r. Students are to keep the hallways clear so others may pass.
- s. Snow handling is prohibited.
- t. Students are not allowed to record others without administration approval and consent of others being recorded.
- u. Cell Phones and Other Electronic Communication Devices: Students may use cellular phones or other electronic devices while at school, so long as they do so safely, respectfully and consistent with the stipulations below.
  - i. By bring their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.
  - ii. Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.
  - iii. The taking, Disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs,



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whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

- iv. While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.
- v. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.
- vi. Cell phones and other electronic communication devices may be used before school, after school, and during school hours during passing periods and at lunch provided such use is consistent with the above mentioned stipulations. Cell phones and other electronic communication devices may not be used during instructional time unless the classroom teacher has given permission. The use of these devices during instructional time will be subject to the following consequences:

1<sup>st</sup> Offense: Phone brought to the office and parent must come to school and claim.

2<sup>nd</sup> Offense: Phone brought to the office and student must serve one hour detention. Parent must come to the office and claim.

3<sup>rd</sup> Offense: Phone brought to the office and student serves one day of in-school or out-of-school suspension. Parent must come to school and claim.

4<sup>th</sup> and each subsequent offense: Phone brought to the office and student serves three-day out-of-school suspension. Parent must come to school and claim.

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### Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardians as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Seward Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol;
  - b. Assault;
  - c. Vandalism resulting in significant property damage;
  - d. Theft of school or personal property of a significant nature;
  - e. Automobile accident;
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

### Due Process Procedure

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

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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

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employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student 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.

3. The Principal or his or her designee 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 or expulsion including a summary of the evidence.
  - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
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 the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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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.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The

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administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian.

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Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.

12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## Article 9 – 1 to 1 Student Mobile Device Learning Initiative

### 2015-16 POLICIES AND PROCEDURES

Seward Public Schools is proud to offer our high school students Apple iPad devices for use at school and home. The 1 to 1 iPad program, which provides mobile computing and wireless technology to all grade 9-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction on the proper use and care of an iPad.
- Students will be able to take the iPad home during the school year once the student and parent have signed the iPad Loan Agreement Form, the Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- The iPad comes with preloaded applications (apps). Students may load additional, appropriate apps, onto the machine. But, the student must manage their storage space to do everything needed for schoolwork. You will have 32 GB of data available on the machine.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students who wish to use the iPad to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the iPad in accordance with all Seward Public Schools technology policies including all stipulations found on the iPad Loan Agreement Form.
- iPads are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are property of the school district, officials of the school have the right to review all material stored on or accessed by any iPad and/or student. School officials may revoke a student's iPad privileges for any misuse or violation of policies.

**iPad Specifications:**

iPad Air 2014 by Apple, Inc.  
32 GB Memory

**Receiving Your iPad:**

iPads will be distributed during our “iPad Orientation.”

At least 1 parent and student must attend an annual session for iPad orientation and information.

Before receiving an iPad, students and parents must sign and return the following items:

1. iPad Loan Agreement Form
2. Signed receipt of the Student/Parent Handbook
3. Pay technology fee of \$35\*

This equipment is, and at all times, remains the property of Seward Public Schools of Seward, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the iPad may result in the Student/Borrower losing his/her right to use this iPad. The equipment will be returned to the school when requested by Seward Public Schools, or sooner, if the Student/Borrower withdraws from Seward Public Schools prior to the end of the school year.

*Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Seward Public Schools. The iPads must be returned in good working order with all original parts.*

*\*Any student and parent who may need assistance in paying the iPad technology fee should contact your building principal.*

**Taking Care of Your iPad:**

See student user guide.



## Article 9 – 1 to 1 Student Mobile Device Learning Initiative

### Using Your iPad At School:

iPads are intended for use at school each day. Students are responsible for bringing their iPads to school and all classes each day, unless specifically told not to do so by a teacher or administrator.

If students forget to bring an iPad to school, they may check out a loaner for the day from the school's media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations will result in disciplinary action.

iPads must be brought to school each day fully charged. iPads have a battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in the library in the mornings and during lunch for those who forget to charge. Only charge your iPad with the charger you are given at checkout or a school provided charger.

All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

### iPad Repairs:

- Loaner iPads may be issued to students when they leave their iPads for repair with the Technology team located in the library, if available.
- Students will be expected to return the loaner iPad by the end of the school day to the library until their issued iPad returns from repair.

The student is financially responsible for all damages and repairs to the iPad.

Lost/stolen/destroyed	\$300
Screen Repair	\$100
Power supply	\$30
USB/Connector	\$20
Case	\$20

Seward Public Schools purchased cases. These cases provide Bumper Technology to help protect your device. Students are still reminded to handle the iPads with extra care to avoid any damage to the iPad. Other students will use these iPad cases again in the future. Students may not mark on the cases or put anything on the case that might damage the case, like duct tape, stickers or jewels.

### Screen Savers and Background:

- Only appropriate backgrounds and screen savers may be used on the iPad.

- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the iPad or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The iPad is the property of Seward Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the iPad at any time.
- Violations of this policy can result in disciplinary action.

**Sound:**

Sound should be muted at all times unless permission is obtained from a teacher administrator for educational purposes or earbuds are in use.

**Managing Your Files and Saving Your Work:**

Students should save all of their work to their iPad, Google Drive, or to their iCloud account. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

**iPad Applications (Apps):**

Student/Borrower may install School Appropriate Apps and Music purchased with their personal Apple ID. However, if the student runs out of storage space on the iPad needed for class, the student will be expected to delete all unauthorized Apps and Music to make room.

**Security:**

Pads will be filtered by software for appropriate use at school. Parents/guardians are responsible for monitoring appropriate use while off school grounds. Please see a teacher or an administrator if any inappropriate sites are seen or accessed.

The District is not responsible for any iPad viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

**Inspection:**

Students may be selected at random to provide their school-issued iPad for inspection without notice by administrators and/or the technology department.

## **Article 9 – 1 to 1 Student Mobile Device Learning Initiative**

### **iPad Identification and Protection:**

- Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the iPad security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

### **Acceptable Use Guidelines:**

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Seward Public Schools.
- Access to Seward Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the iPad Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.
- Any attempt to alter data, the configuration of the iPad, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out iPad for home use.
- The Student/Borrower agrees to not use the iPad for commercial use or political advocacy.

### **Integrity and Civility:**

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other iPad or computer

### **Email:**

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

**Technology Left in Unlocked Areas:**

- Under no circumstances should iPads or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any iPad left in these areas is in danger of being stolen.
- Lockers are to be locked at all times. Do not share your locker combination with anyone, including “best friends.”
- Unsupervised iPads will be confiscated by staff and taken to the administrative office. Disciplinary action may result from iPads being left without supervision. Each student is responsible for his or her iPad once it has been issued to the student.

**iPads in the Classroom:**

Each student will have the opportunity to utilize their iPad in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the iPad for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the iPad will be subject to the disciplinary procedures found in Article 8 of the Seward High School Student/Parent Handbook related to the use of school technology, internet or general behavior involving the iPad.

- Each class will begin with the iPads put face down on the desk or below the desk, depending on the classroom, to begin each period.
- Teachers who begin the day with an iPad activity will give specific instructions for the activity and how the student iPads will be utilized within the activity.
- Teachers will notify students when the iPads are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.
- The iPad must be kept in its school issued iPad case. iPads not in this case will be confiscated unless permission has otherwise been given by school administration or technology personnel (i.e. protective keyboard case).

**Article 9 – 1 to 1 Student Mobile Device Learning Initiative**

**iPad Loan Agreement Form**

**Parent Responsibilities**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this iPad.

- I will supervise my sons/daughters use of the iPad at home.
- I will discuss our family values and expectations regarding use of the Internet and email at home and will supervise my sons/daughters use of the Internet and email.
- I will not attempt to repair or alter the iPad.
- I will report to the school any problems with the iPad.
- I understand if my son/daughter comes to school without his/her iPad, they will be held accountable according to the student handbook.
- I agree to make sure the iPad is returned to the school when requested and upon my sons/daughters withdrawal from Seward Public Schools.
- I have read and understand the expectations related to the iPad 1-to-1 learning initiative in the Seward High School Student/Parent Handbook.

**Student Responsibilities**

Your iPad is an important learning tool and is for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies and student handbook of the Seward Public Schools and abide by all local, state, and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My iPad is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the iPad.
- I will honor my family values when using the iPad.
- I will not give personal information when using the iPad.
- I will bring the iPad to school every day with the battery fully charged.
- I agree email (school), or any other iPad communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my iPad using only appropriate cleaning solution suggested by the school tech department.
- I will return the iPad when requested and upon my withdrawal from Seward Public Schools.
- I will keep the iPad in its protective case at all times.
- I have read and understand the expectations related to the iPad 1-to-1 learning initiative in the Seward High School Student/Parent Handbook.

Seward Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network.

The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Seward Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this iPad Loan Agreement.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

### **Section 1 Extra-Curricular Programs**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Seward High School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

### **Section 2 Activity Philosophy**

Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety The school's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instruction for the activity for which they participate and to exercise common-sense. In addition, the school requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent or guardian. The note should be given to the principal, activities director or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations

### Section 3 Activity Code of Conduct

This activity code of conduct is supplemental to the Seward High School student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

#### Grounds for Extracurricular Discipline (Board Policy 6024)

The grounds for suspension from practice, participation in interscholastic competition or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extra-curricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for that.

Participants in Activities Assume Responsibility for Leadership and are Representatives of our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Seward Public School District. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship and respect for authority. It is the belief that accepting responsibility for one's actions is part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on or off school grounds. (If the conduct occurs on school grounds, at a school function or event or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sports season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing, or dispensing of alcoholic beverages, tobacco, tobacco look-alike products, electronic cigarettes/vaporizing devices, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. 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. In addition, “possession” of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in “possession” of the items as well. Because of the complexity of this issue, “possession” will be determined on a case-by-case basis.
9. Engaging in the selling, using, possessing or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to the alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. 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.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student’s health or safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Seward Public Schools buses.
18. The knowing and intentional possession, use or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.



## Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meeting. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meeting.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

### Drug (including tobacco) and Alcohol Violations

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action.

1. First Violation – Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days and a minimum of two (2) activities. The first day of the suspension will be the day of the conference with the student.
2. Second Violation – Students may select Option A or B.

Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

- - OR - -

Option B: Suspension from participating in the extra-curricular program and all schools activities (including all organizations and special events such as homecoming and prom) for 30 (thirty) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

If the students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

the school's activities director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with the program are to be borne by the student/parent or guardian.

3. Subsequent Violations – Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organization and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

A student who possesses, dispenses, delivers or administers anabolic steroids shall be subject to the following sanctions:

1. First Violation – The student shall be suspended from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 30 (thirty) school days. The first day of the suspension will be the day of the conference with the student.
2. Second or Any Subsequent Violation – The student shall be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Procedures for Extra-curricular Discipline. Students may be suspended by the principal or the principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Seward Public Schools Board of Education or the administrative staff of the school. The following procedures with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extra-curricular activity suspension actions at times need to be taken outside the regular school day, a

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two (2) school days or such additional time as is reasonably necessary following the suspension, the principal or principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parent or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the principal's office. The request must be received by the building principal within five (5) days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten (10) calendar days of the request. The superintendent will notify the participants of the time and place of the hearing within five (5) days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics: Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contest. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

### **Section 4 Team Selection, Playing Time, Conflicts and Transportation**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student’s own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school and the community.
3. At the freshmen level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition, ex. varsity versus non-varsity; importance of competition, ex. state versus districts versus conference versus regular season; the type of event, ex. academic versus athletic; student’s role on the team; coach or sponsor’s input; student’s input.
5. Students are expected to ride school transportation to and from all school-sponsored activities. Students wanting to ride home with parents should make arrangements ahead of time. Students may not drive themselves to activities unless pre-approved by the administration.

### **Section 5 Academic Grade Standard for Activities Participation**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all classes. Any student failing class(es) when grades are checked is ineligible to participate in extra-curricular activities. Students who are academically ineligible cannot travel with any team, suit up for any event, or

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

participate in any special school activity (such as homecoming or prom.) Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work.

Eligibility is checked every week, usually on Monday, beginning the start of the third (3<sup>rd</sup>) week of each term. If a student is ineligible, they may become eligible to participate by taking a grade sheet to all of their teachers to verify passing grades in all classes and return it to the office.

Eligibility requirements shall not apply to:

- (a) Instructional field trips, which are part of the scheduled course learning experience;
- (b) Activities or events, which are a part of the student's grade requirements.

### **Section 6 Student Fees Policy (Board 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.

#### **A. Definitions.**

- 1. "Students" means students, their parents, guardians or other legal representatives.
- 2. "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.
- 3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### **B. Listing of Fees Charged by this District.**

##### **1. 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 generally provide students with

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

### **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure 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.

### **3. Personal or Consumable Items.**

The district will 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.

### **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

▪ Industrial Technology Classes	<u>\$15.00</u>
▪ Art Classes	<u>\$ 5.00</u>
▪ High School FCS	<u>\$15.00</u>
▪ Band	<u>\$10.00</u>

## Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations

### 5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. 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 \$20.00  
*Covers admission to most regular season athletic events*
- Student participation fee \$25.00  
*Required of all students who participate in athletics and/or other extracurricular activities (Pay only one fee per year)*

**Students involved with athletics or NSAA sanctioned activities are required to purchase an activity pass and pay a participation fee. Student activity passes will be \$20 and Adult passes will be \$50.**

- Football students must provide their own football shoes, and undergarments
- Golf Golf students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Soccer, and Basketball students must provide their own shoes and undergarments
- FFA, FCCLA, FBLA, Key Club, Skills USA Dues students pay dues of \$ 20.00 per activity

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

### **6. 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.

### **7. 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.

### **8. 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.

### **9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$3.00 per day.

### **10. 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.

### **11. 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.



## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

### **12. Contributions for Junior and Senior 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 will be \$10.00.

#### **C. 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.

#### **D. Distribution of Policy.**

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

#### **E. 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.

#### **F. 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 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.

## **Article 10 – Extra-curricular Activities – Rights, Conduct, Rules and Regulations**

### **G. Student Fee Hearing**

Annually the Board of Education of The School District of Seward will hold a public hearing on the student fee policy. Such hearing will include a review of the amount of money collected from students and uses of said fees.

## **Article 11 – State and Federal Programs**

### **Section 1 Notice of Nondiscrimination (A)**

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its education programs, activities, or employment policies in compliance with Title VI and VIII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations.

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

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the superintendent.

### **Notice of Nondiscrimination (B)**

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at [http://ascr.usda.gov/complaint\\_filing\\_cust.html](http://ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866-632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Section 2 Designation of Coordinator(s)**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Seward Public Schools, 410 South St., Seward, NE 68434, (402) 643-2941.

## Article 11 – State and Federal Programs

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent or designee
Title IX (Board Policy 4001)	Discrimination or harassment based on sex; gender equity	Superintendent or designee
Section 504 of the Rehabilitation Act and the (ADA) Americans with Disability Act (Board Policy 6022)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent or designee
Homeless student laws (Board Policy 5014)	Children who are homeless	Superintendent or designee
Safe and Drug Free Schools and Communities	Safe and Drug Free Schools	Superintendent or designee

### **Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by federal law to qualify students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the superintendent.)
11. File a local grievance.

## Article 11 – State and Federal Programs

### Section 4 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is accurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

## Article 11 – State and Federal Programs

400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### NOTICE CONCERNING DIRECTORY INFORMATION (Board Policy 5017)

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

1. Name and grade
2. Address
3. Telephone number
4. Date and place of birth
5. Dates of attendance
6. The image or likeness of students in pictures, videotape, film or other medium
7. Major field of study
8. Participation in activities and sports
9. Degrees and awards received
10. Weight and height of members of athletic teams
11. Most recent previous school attended
12. Certain class work which may be published onto the Internet
13. Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. **A parent or eligible student has to notify the building principal in writing that he or she does not want any or all of those types of information about the student designated as directory information two weeks from the first day of school or two weeks from enrollment date.** The district may disclose information about former students without meeting the conditions of this section.

### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education

## **Article 11 – State and Federal Programs**

records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notifications to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been in the absence of such a notification from the parent or eligible student.

### **Section 5 Notice Concerning Disclosure of Students Recruiting Information**

The No Child Left Behind Act of 2001 required Seward Public Schools to provide military recruiters and institutions of higher education access to secondary school student's names, addresses and telephone listings. Parents and secondary students have the right to request that Seward Public Schools not provide this information (i.e., not provide the student's name, address and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Seward Public Schools will comply with any request.

### **Section 6 Notice Concerning Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents or guardians the right to get information about professional qualifications of their child's classroom teachers. Upon request, Seward Public Schools will give parents or guardians the following information about their child's classroom teacher.

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional, and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Seward Public Schools will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the act.

### **Section 7 Student Privacy Protection Policy**

It is the policy of Seward Public Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The district's policies in this regard include the following: Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties; Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the district) before the survey is administered or distributed by the school to the parent's child.

## Article 11 – State and Federal Programs

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The district will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student.) For such surveys, the district will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Rights of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: The parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the district is to not administer physical examinations or screening of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions: (1) hearing, vision or scoliosis screening; (2) physical examinations or screenings that are permitted or required by an applicable state law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screening which do not fit into the applicable exceptions, the district will follow the procedures set forth in the sections entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the district is to not engage in the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information. The district will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure or use of personal information.



## Article 11 – State and Federal Programs

“Personal information” for the purposes of this policy means individually identifiable information about the student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information”, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools or secondary schools; (iv) tests and assessments used by elementary school and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school related or education related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the district is to not engage in the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: The parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The district shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the district at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification of Parents of Dates of and Right to Opt-Out of Specific Events: The district shall directly notify the parents of affected children, at least annually at the beginning of the school

## Article 11 – State and Federal Programs

year, of the specific or approximate dates during the school year when any of the following activities are scheduled or are expected to be scheduled:

The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the district is not to engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys or students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or other students. (Note: the general practice of the district is to not engage in physical examinations or screening which require advance notice, for the reason that the physical examinations or screening to be conducted by the district will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable state law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parents;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations or beliefs of the student or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## Article 11 – State and Federal Programs

### Section 8 Parental Involvement Policy (Board Policy 5018)

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
  - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
  - a. Building principals will excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

## Article 11 – State and Federal Programs

### Section 9 Homeless Students Policy (Board Policy 5014)

#### 1. General Policy

The school district, in so far as is possible, will provide tuition free education for homeless children and youth who are in the district. The district will also accord homeless students with the educational rights and legal protections provided by state and federal law.

#### 2. Homeless Liaison

The district's homeless liaison is the superintendent. Students in homeless situations who require assistance should contact the liaison at (402) 643-2941 or in person at 410 South Street, Seward, NE.

#### 3. Definitions

- a. A homeless individual is defined as one who
  - i. lacks a fixed regular and adequate residence; and
  - ii. has a primary nighttime residence in a supervised publicly or privately operated shelter within the district for temporary accommodations, an institution within the district providing temporary residence for individuals intended to be institutionalized, or a public or private place within the district not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

**ACKNOWLEDGEMENT OF 2015-16 PARENT-STUDENT HANDBOOK  
OF SEWARD HIGH SCHOOL**

**In an effort to save paper and make information more accessible to everyone, the entire handbook is available to view or print on the school website – [www.sewardpublicschools.org](http://www.sewardpublicschools.org). Simply click on the resources tab and locate the appropriate handbook; or type the following link in the web address – [www.sewardpublicschools.org/vnews/display.v/SEC/Resources](http://www.sewardpublicschools.org/vnews/display.v/SEC/Resources). Students or parents may also request a written copy available in the high school office.**

This signed receipt acknowledges you have accessed (via the school website) or received a written copy of the 2015-16 Parent-Student Handbook of Seward High School and acknowledges that it is understood that the handbook contains student conduct and discipline rules and school computer policies. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING SEWARD PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED 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 REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL 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 THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO 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 STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Student's Name (Please Print Neatly)

\_\_\_\_\_  
Parent or Legal Guardian's Name

**Within Five Calendar Days Of Receiving This Information, Please Sign And Return To:**

**Scott Axt, Principal  
Seward High School  
Phone: (402) 643-2988**

**[scott.axt@sewardschools.org](mailto:scott.axt@sewardschools.org)  
532 Northern Heights Drive  
Fax: (402) 643-2599**

**Seward, NE 68434  
[www.sewardpublicschools.org](http://www.sewardpublicschools.org)**