



**STERLING PUBLIC SCHOOL  
ELEMENTARY  
HANDBOOK  
2018-2019**

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## FORWARD

### Section 1 Intent of Handbook

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

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

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

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

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

Students: Scott Harrington, Principal, 402-866-4761 ext. 103 [sharrington@sterlingpublicschools.com](mailto:sharrington@sterlingpublicschools.com)

Employees and Others: Dottie Heusman, Superintendent, 402-866-4761 ext. 102 [dheusman@sterlingpublicschools.com](mailto:dheusman@sterlingpublicschools.com)

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District’s Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

## Section 1 School Calendar

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

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

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

## Section 2 School Hours

Children may begin arriving on the school grounds at 7:45 a.m. No supervision of children is present until this time. When students arrive, if they are eating breakfast they should immediately report to the cafeteria. Students not eating breakfast need to immediately report to the gym. Students not riding the buses are not to come to school before the time the building is opened unless they are to be under the supervision of a teacher.

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

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

## Section 3 School Closing

It is the intention to have school each day scheduled. However, on occasion we may have power failure, mechanical breakdowns, or weather conditions that may cause the closing of the school. **WHEN SCHOOL IS TO BE CLOSED DUE TO WEATHER, IT WILL BE CLOSED FOR EVERYONE. IF THE PROBLEM IS A BUILDING PROBLEM, CLOSING MAY PERTAIN ONLY TO THE PORTION OF THE SCHOOL BUILDING AFFECTED. KOLN-TV, KLKN-TV, and KETV will carry the announcement along with our own Automated Messaging Service, school Facebook Page and Twitter account.**

When school is to be called off for the day, we will try to have this information to the TV stations and the Automated Messaging Service by 6:00 am. When it becomes necessary to close school during the day, notification of dismissal time will be communicated in the same way as soon as the decision is reached.

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

## Section 4 School Schedules

Regular Schedule- 8:00a.m. - 3:37p.m.

Late Start (10:00a.m.)	
First Bell	9:55a.m.

Wednesday PD (35 min. periods)	
First Bell	7:55a.m.

Noon Dismissal (no lunch)	
First Bell	7:55a.m.

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

### Section 5 Bus Rules

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

1. Students will be permitted to board the bus when the driver is on the bus.
2. Once students have boarded the bus, they will be expected to remain on the bus.
3. Students will remain seated while the bus is in motion.
4. No scuffling or horseplay on the bus or at the bus stop.
5. No defacing or destroying the bus.
6. Keep head, arms, and all objects in the bus.
7. Pick up all trash when exiting the bus.
8. Refrain from using obscene or profane language.
9. Be respectful to the bus driver and other passengers.
10. No possession or use of tobacco or alcohol.
11. No unnecessary noise or commotion while on the bus.
12. At pick up time the drivers have been instructed to wait no more than two minutes for the riders. No calls/no shows will be reported to the transportation supervisor and will result in an official warning.
- 13. Parents must notify the bus drivers or office prior to 3:00p.m. if there is a change in schedule. Requests made after this time may not be able to be accommodated.**

**RIDING THE BUS IS A PRIVILEGE WHICH CAN BE REVOKED IF REPEATED VIOLATIONS OF THE RULES OCCUR. Student conduct that violates these rules or that is detrimental to the safety of any or all bus passengers will not be tolerated.**

Problems will be handled in the following manner:

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

### Section 6 Fire Drills - Disaster Drills

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

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

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

### Section 7 Video Surveillance

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

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

## ARTICLE 2 - ATTENDANCE - ABSENCES

### Section 1 Attendance Policy

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

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

Attendance is not mandatory for a child who:

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

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

If a student is to be excused for an appointment, a note from the health care provider on their stationery will be required. The note from your health care provider will be required within three business days to qualify.

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

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

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



## ARTICLE 2 - ATTENDANCE - ABSENCES

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

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

### **Section 2      Absence Notification**

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

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

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

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

### **Section 3      Excused Absence Known in Advance**

Students may be asked to bring a written excuse from their parents to give to the Principal. A note will need to be turned into the office within three days to be considered an excused absence. All class work must be made up **before** the student leaves the school.

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

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

### **Section 4      Excessive Absenteeism**

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

1. One or more meetings shall be held between the school Principal, the student's parent/guardian, and the student, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place documentation in the student's attendance record documentation of such refusal.

## ARTICLE 2 - ATTENDANCE - ABSENCES

2. Educational counseling to determine what curriculum changes would help solve the problem of excessive absenteeism, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem of excessive absenteeism by the school social worker, (or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration) to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

### Section 5 Truancy

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

### Section 6 Detention

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

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

Procedure in assigning detention time:

1. Teacher will notify student immediately.
2. Teacher will fill out detention form upon their discretion, and
  - a) give student one copy
  - b) give office one copy
  - c) keep one for teacher file
  - d) inform parents
  - e) have detentions served within two (2) days of receipt. Exceptions are at the discretion of the teacher.

## ARTICLE 2 - ATTENDANCE - ABSENCES

### Section 7      **Emergency Exclusion - Board of Education Policy #6031**

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

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

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

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

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

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

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

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

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

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

## ARTICLE 2 - ATTENDANCE - ABSENCES

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

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

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

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

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

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

## ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

### Section 1 Dress Code

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

*Student Attire and Hair Styles:* Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, lab work, physical education and art. Grooming and dress which prevents the student from doing his best work because of blocked or reduced vision because of hair or sunglasses, and clothes which restrict movement will not be acceptable nor will dress styles that create, or are likely to create, a disruption of classroom order. It is believed that the appearance of a student has a direct bearing upon his behavior and attitudes while at school.

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

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

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, clothes with holes);
- c. Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (i.e. drugs, alcohol, tobacco, gambling, and the promotion of violence);
- d. Clothing or jewelry that could be used as a weapon (i.e. chains, spiked apparel) or that would encourage "horseplay";

## ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

- e. Headwear, including hats, caps, hoodies, bandanas, and scarves, will not be worn in the buildings of the district (exceptions will be made by administration);
- f. Clothing or jewelry, which exhibits nudity, makes sexual references, or carries double meanings;
- g. Inappropriate or distracting markings or tattoos as determined by the administration must be covered.

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

### Section 2 Profanity

The use of profanity and inappropriate language is a sign of immaturity and is offensive to many people. Students will refrain from the use of profane language in the school. This does include the use of gestures, symbols, and these items on clothing.

### Section 3 Fighting

Fighting is not permitted on or near the school grounds during school time, before or after school, or at school functions. Attempts will be made to reconcile the fighters after they have been reprimanded for their behavior. Parents of the parties involved will be contacted. Chronic fighters or hazers may be suspended from school to protect the rights of others. Hazers, like fighters, will be reprimanded and the student's parents will be notified.

### Section 4 Disruptive Behavior

Disruptive Behavior: the following represent types of disruptive and/or undesirable behavior which are not condoned in Sterling Public Schools:

1. Insubordination
2. Running in the hallways
3. Excessive noise in the classrooms or hallways
4. Swearing or back-talking to teachers or other people in authority
5. Cheating
6. Leaving the building without checking out of the office.
7. Any other activity which negatively affects or disrupts the educational atmosphere.

Any student guilty of any of these types of misbehavior will be dealt with according to the discretion of the teacher and/or administrator depending upon the nature and extent of the infraction. This may involve reprimands, detention, suspension, parental notification, and notification of the proper authorities if the necessary situation exists. Extreme situations may result in the expulsion of the student from school by the Board of Education in accordance with the laws of Nebraska.

### Section 5 Alcoholic Beverages, Illicit Drugs, and Nicotine Products

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

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

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

- First occurrence - three (3) days in or out of school suspension.
- Second occurrence - five (5) days in or out of school suspension.

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

The administration will notify the parent(s) of the infraction and the punishment. All efforts will be made to work with the parents to insure the infraction does not occur again. Use of drug authorized by a medical prescription from a registered physician shall not be considered a violation of these rules.

### **Section 6 Defacement of School Property**

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

### **Section 7 Water Guns, Spit Wads, Pea Shooters, etc.**

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

### **Section 8 Knives, Guns, and Weapons**

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

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

Audio/Visual Devices, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. used for non-educational purposes will only be allowed during lunch period. In an emergency, parents can call the school and the student will be able to go to the office to take or make a phone call immediately. If not an emergency a message will be given to the student as soon as they become available. Following the school day, use of cell phones is permitted. Once any of the above mentioned items are in the school, administration has the right to check or take them. The school is not responsible for lost or stolen items. Teachers may have students deposit audio/visual devices and cell phones with the teacher when they enter the classroom.

Consequences for having or using Audio/Visual Devices, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. outside of the approved times in school will be:

1. First time the device will be taken to the principal and student will pick up at the end of the day from the principal.
2. Second time the device will be taken to the principal and parents must come get the device.
3. Third time the device will be taken to the principal and parents must come get the device and student will serve a one-hour detention.
4. For every subsequent offense the consequences will be determined by the administration.

### **Section 10 Discrimination and Harassment - Board of Education Policy #5026**

Sex Discrimination and Sexual Harassment of Students

#### **I. Sex Discrimination**

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

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- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.
- II. Sexual Harassment
  - A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
  - B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
    - C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.
    - D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
    - E. Retaliation against students who make good faith reports of sexual harassment is prohibited.
- III. Disciplinary Decisions
  - A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
  - B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
  - C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

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

Procedure for reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop.

- a. Do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or an adult you trust.

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

- a. Tell a teacher, counselor, principal, or an adult you trust.
- b. Document exactly what happened and keep a copy for yourself and give to the adult you talked to about the issue.

Upon further investigation, the following consequences will occur:

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First Offense: School counseling by Guidance Counselor and possible short term 1-5 day in-school suspension.  
Second Offense: 1-5 day out-of-school suspension and conference with parent(s) before student will be readmitted in to school.  
Third Offense: 10 day out-of-school suspension and conference with parent(s) before student will be readmitted into school.  
Fourth Offense: Expulsion  
Parents will be notified at each step.

#### Section 11 Student Bullying - Board of Education Policy #5054

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

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

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

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

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

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

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

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

#### Section 12 Standards and Sanctions

The standards of conduct apply to all students when they are in school buildings or any school ground during, immediately before, or after school hours. They also apply to any school sponsored function or event whether on or off school grounds.

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



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

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

### **Section 13 Student Discipline - Board of Education Policy #5035**

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

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

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

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

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

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student,

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4. and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, within two full days of returning to school after the suspension.

#### **Emergency Exclusion**

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

#### **Weapons and/or Firearms**

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

#### **Long-Term Suspension**

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

#### **Expulsion**

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-Expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

#### **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

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

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driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

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- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially

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4. reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
5. 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.
6. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
7. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
8. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

### Reporting Requirement to Law Enforcement

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

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

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

Discipline Progression per Semester:

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

## ARTICLE 4 - MISCELLANEOUS

### Section 1 Flowers, Memorials, and Gifts

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

## ARTICLE 4 - MISCELLANEOUS

### Section 2      **Gifts to Teachers**

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

### Section 3      **Classroom Visitation**

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

Suggestions for visiting are:

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

### Section 4      **School Pictures and Yearbooks**

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

## ARTICLE 5 - HEALTH AND ACCIDENTS

### Section 1      **Birth Certificate Requirements**

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

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

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

## ARTICLE 5 - HEALTH AND ACCIDENTS

### Section 2 Students with Health Concerns

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

### Section 3 Students Who Become Ill and/or Injured

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

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

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

Minor cuts and bruises will be given first aid. If it appears that the student may have a broken bone, the student's parent will be notified and Rescue Squad personnel may be called.

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

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

The school will encourage students and parents to see a doctor or dentist when indications are that something is wrong. Indications of disease or sickness are: pain, earache, fluid in ear, nausea, vomiting, diarrhea, tiredness, irritability, dizziness, or faintness.

### Section 4 Physicals

The Nebraska State Department of Health requires all incoming Kindergarten and 7th grade students to have a physical examinations and vision evaluation prior to the beginning of the school year unless there was an examination within the last 6 months, in which instance, there must be a copy of that examination on file at the school. Forms for these examinations are available in the office. Should a parent/guardian object to physical examination a wavier can be obtained from the office signed and returned to the office. **In addition, any student in grades 8-12 wishing to participate in athletics must have a physical. Athletic physical forms can be picked up in the office.**

### Section 5 Immunizations

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

## ARTICLE 5 - HEALTH AND ACCIDENTS

### Section 6 Asthma Protocol

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

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

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

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

### Section 7 Authorization for Prescription Medications

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

1. A physician's signed, dated authorization including the name of the medication, dosage, administration route, and time to be given at school, and the reason the child is receiving the medication.  
Or  
A caretaker's signed and dated authorization form to administer the medication during school. (Note all references to "caretaker" in these rules also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child care provider).
2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested; one for home and one for school. If needed, the physician or pharmacist may be contacted for clarification on medication administration.

### Section 8 Authorization of Non-Prescription Medication

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

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



## **ARTICLE 5 - HEALTH AND ACCIDENTS**

### **Section 9 Head Lice, Nits, and Bed Bugs**

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

#### **Lice and Nits - Board of Education Policy #5062**

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

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

The student cannot ride the school bus until the district has cleared the student to return to school.

#### **Bed Bugs - Board of Education Policy #5064**

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

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

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

## **ARTICLE 6 - USE OF SCHOOL FACILITY AND EQUIPMENT**

### **Section 1 Use of Areas in the Building**

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

Students are not to be in the building at any time without the presence of a school employee. Students should not be in the gym with street shoes on at any time.

## **ARTICLE 7 - USE OF TRANSPORTATION BY STUDENTS**

### **Section 1 Bicycles, Skateboards, and Shoes with Rollers**

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

Skateboards are to be kept in the Principal's office.

Footwear containing any type of rolling devices are not allowed.

## **ARTICLE 7 - USE OF TRANSPORTATION BY STUDENTS**

### **Section 2 Crosswalk**

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

## **ARTICLE 8 - ANNOUNCEMENTS - ASSEMBLIES - DRIVES FOR FUND**

### **Section 1 Announcements**

Special announcements may be broadcast throughout the day if needed.

### **Section 2 Communications**

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

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

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

### **Section 3 Assemblies**

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

### **Section 4 Drives for Funds**

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

## **ARTICLE 9 - SCHOOL MEALS - CAFETERIA RULES**

### **Section 1 School Meals**

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

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

## ARTICLE 9 - SCHOOL MEALS - CAFETERIA RULES

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

### NONDISCRIMINATION STATEMENT:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) Fax: (202) 690-7442; or
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

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

### Section 2 School Lunch

Prices of lunches for the 2018-2019 school year will be as follows:

PreK-6 – \$2.60      Grades 7-12 – \$2.85 per day      Adults – \$3.60 per day      Reduced – \$0.40 cents

Extra milk will be .50 cents per carton. Students wishing to participate in the Milk/Snack Break (Grades PK-2) must purchase a milk ticket for \$10.00 per month.

### Section 3 School Breakfast

Breakfast will be served from 7:45-8 am daily.

Prices of breakfasts for the 2018-2019 school year will be as follows:

PreK -6 – \$1.80      Grades 7-12 – \$2.25 per day      Adults – \$2.25 per day      Reduced – \$0.40 cents

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

## **ARTICLE 9 - SCHOOL MEALS - CAFETERIA RULES**

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

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

### **Section 4 Cafeteria Rules**

A closed campus is in effect for all students. A closed campus means that all students will remain on the school grounds during the school day, which is from 8:00 a.m. to 3:37 p.m. and are not able to go outside of the building for lunch. However, students may bring their own lunch.

During lunch time the gymnasium may be used by the students after their lunch time. Students will not be allowed to remain in their classroom unless under the direct supervision of a teacher

Please help your fellow students by:

- a) Leaving tables, chairs, and the floor in a neat condition.
- b) Returning all trays, silverware, and dishes to the dishwashing room.
- c) Placing milk cartons, napkins, etc., in the trash can provided.
- d) Leaving all food or drink in the lunch room rather than taking it throughout the building.

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

## **ARTICLE 10 - LIBRARY AND GENERAL SCHOOL RULES**

### **Section 1 Library Rules**

The school library will be open each day for student use. Students wishing to use the school library must obtain a library pass from their teacher. Students will not be permitted in the library unattended. The library will be closed for special class sessions and testing sessions as needed. A notice will be posted in advance so students will have a chance to get the material which they need prior to the library closing. PK-6<sup>th</sup> grade will have an instructional period once per week.

The library provides a place for individuals to study without interruption. Visiting, loitering, and studying together will not be permitted in the library. Students wishing to retain their library privileges will be expected to observe proper rules and library procedures. The following rules will regulate the use of the library:

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

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

### **Section 2 Playground Rules**

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

## ARTICLE 10 - LIBRARY AND GENERAL SCHOOL RULES

1. Teachers/Paras on playground duty are in charge.
2. Any child wishing to leave the playground for any reason (go after a ball, go to the office, restroom, etc.) must have the permission of a playground supervisor.
3. Jump ropes may be used only for jumping rope.
4. Basketball hoops and backboards are for games. Hanging and climbing will not be allowed.
5. Tackle games will not be allowed.
6. Rocks, gravel, or sticks should be kept on the ground.
7. Snowball throwing is not allowed.
8. Do not leave a ball on the playground after you are done with it. If you see a ball on the ground where someone left it, return it to the room it came from.
9. Students need overshoes, rubberized boots, or an extra pair of waterproof shoes for outdoor wear in wet weather.
10. Running or pushing on the playground equipment will not be permitted.
11. One person allowed to go down the slide at a time in a sitting position only.
12. Soft balls and soft bats are allowed.
13. All equipment is to be used as it was designed.
14. Swings should be occupied by one student at a time and this student must be seated.
15. Playground balls are not allowed on the playground equipment.
16. Playground games are open - anyone can play.
17. If there are any situations that develop not covered by the rules mentioned above, the supervisor on duty will handle the event so as to insure the safety of the students.

## ARTICLE 11 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL

### Section 1 Student Conduct

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

*In Activities:* Show good sportsmanship at all times. Do not “boo” officials or players. Be a good loser and a gracious winner. Be especially courteous to all visitors. Observe proper conduct at all activities. Stay in your seat during activities and refrain from running around.

*Attitude:* The administration and staff of Sterling High School recognize the importance that each student takes an attitude of willingness to work and learn as a key to the success of each student. All attitudes should reflect the best interest of the betterment of Sterling School and its students.

### Section 2 Academic Integrity

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

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

1. Cheating violates the standards of academic integrity. “Cheating” means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but not necessarily, involve the work of others. Cheating includes, but is not limited to:
  - A. Tests (includes tests, quizzes and other examinations or academic performances):

## ARTICLE 11 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL

- i. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - iii. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - iv. Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - v. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- B. Papers (includes papers, essays, lab projects, and other similar academic work):
- i. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - ii. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - iv. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - v. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- C. Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

## ARTICLE 11 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL

- A. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - B. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### Sanctions

The following sanctions can occur for academic integrity offenses:

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

### Section 3 Stealing

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

### Section 4 Withdrawal from School

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

1. Report to the Principal's office and receive a clearance blank to take to the teachers.
2. Return this blank to the Principal's office with the signature of the Librarian, teachers, and Superintendent indicating that all books and supplies have been returned and that all fines and bills have been paid.
3. The parents or guardians must give the school written permission to send the student's transcript of credits and records to the school which he/she will be attending. No transcript of credits can be sent to school, armed forces, etc., unless the above conditions have been fulfilled.

### Section 5 Permanent Records

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

## ARTICLE 12 - ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

### Section 1 Student Fee Guidelines

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

*Field Trip:* Admission fees will be the responsibility of the student for one field trip. This is eligible for fee waiver.

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

\$20 per student Grades K-6

\$30 per student Grades 7-12

\$50 per Adult

\$25 per Out-of-District Senior Citizen

In-district Senior Citizen - free

*Physical Education Classes:* Classes are provided to grades K-6 five days a week. Students are required to have appropriate clothes and shoes. This is not eligible for a fee waiver.

*Music:*

Band

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

The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student. Waivers must be submitted **prior** to the time of the event and are available on-line, in the school office, in this handbook, or from class sponsors. If a student requests and receives a fee waiver and then does not attend the event, the student must repay any fees or registration costs incurred by the school for that student to attend the event.

### Section 2 Concussions Return to Learn

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

### Section 3 Field Trips

Elementary classes will be allowed up to two field trips per year, as long as these trips are both educational in nature and tied to established curriculum. The school will pay for transportation for all field trips, but will only pay admission fees for one of the field trips. Parents will be notified by letter of where the trip will be and what the students will do on the trip. A field trip permission form will need to be completed with a parent's signature before the student will be allowed to go on any field trip. No students will be able to attend a class field trip if failing the class which is sponsoring the field trip or activity. The student will be required to do a project, paper, etc. assigned at the discretion of the teacher involved to replace missing the field trip. The number of parents going on the trip to help with the students shall be left to the discretion of the teacher.

### Section 4 Sterling School Boosters Organizations

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



## ARTICLE 12 - ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

### Section 5 Copyright and Fair Use - Board of Education Policy #3020

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

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

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

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

## ARTICLE 13 - INSTRUCTION - CURRICULUM

### Section 1 Registration

#### KINDERGARTEN ADMISSION:

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

A requirement for attendance is **(a)** birth certificate with a state raised seal signed by the proper official. **(b)** Proper immunization papers; **(c)** and physical examination on forms available at the school office.

### Section 2 Grading System

Kindergarten, 1<sup>st</sup> Grade, 2<sup>nd</sup> Grade, & 3<sup>rd</sup> Grade

A – Advanced

S – Satisfactory

N – Needs Improvement

M – Mastered

The following grading system will be used for reporting progress to parents of grades 4<sup>th</sup> - 6<sup>th</sup>.

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

## ARTICLE 13 - INSTRUCTION - CURRICULUM

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

Questions about grades should be referred to the teacher responsible for giving the grade. Appeals will be handled by both student and teacher through the Principal. Grades in a student's report card are not given by the teacher; they are earned by the student.

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

### Section 3 Report Cards

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

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

### Section 4 Teacher Certification

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

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

### Section 5 Books and Supplies

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

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

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

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

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

## ARTICLE 13 - INSTRUCTION - CURRICULUM

Money collected from fines will be handed into the office.

### **Section 6 Home Study**

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

### **Section 7 Special Programs**

Students who are experiencing difficulty in their academic subjects may be advised to come in before or after school to receive individualized help. Parents will be notified and their permission received prior to implementation of this procedure.

#### **ACHIEVEMENT TESTS:**

NWEA Achievement tests will be given to all students grades 1<sup>st</sup> - 6<sup>th</sup>, twice throughout the school year. Results of the tests will be sent home or given out at Parent-Teacher Conferences.

#### **SPECIAL EDUCATION PROGRAM:**

Handicapped children between the ages of birth and twenty-one years of age are eligible for special education services. In order to be eligible, the child must meet specific criteria established by the State of Nebraska in Rule 51.

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

### **Section 8 Guidance**

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

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

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

### **Section 9 How to See Your Counselor**

If a student is seeking help from the school counselor, an appointment should be made with the counselor for the necessary meeting.

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

## ARTICLE 13 - INSTRUCTION - CURRICULUM

### Section 10 Title1 - Parent Involvement Policy and Learning Compact

Sterling Public Schools offers a school wide Title 1 program. It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet state academic achievement standards.

### Section 11 Speech and Language

The speech-language pathologist at Sterling School is employed by the Educational Service Unit #4 and sets his/her schedule based on the needs of the students. His/her job is to diagnose and assist preschool and school aged children with speech and/or language disorders. Most children are referred by their classroom teacher; however, a few are referred by parents. If you have any concerns about your child's speech or language development, contact your child's teacher to discuss your concerns.

## ARTICLE 14 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

### 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 e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## ARTICLE 14 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

### II. Enforcement

#### A. Methods of Enforcement

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

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

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

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

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

## Section 2 Notice to Parents

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

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

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

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

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

**Title IX, Title VI, Section 504:**

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

**APPENDIX A - 2018-2019**

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS - PARENT'S AGREEMENT**

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

I have received a copy of, and have read, the Student Internet and Computer Access Policy #5037 adopted by Sterling Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Sterling Public Schools responsible for materials acquired or sent via the network.

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

Name of Student(s)

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Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**APPENDIX B - 2018-2019**

**STERLING PUBLIC SCHOOLS REQUEST TO WAIVE STUDENT FEES**

The Public Elementary and Secondary Student Fee Authorization Act of 2002 requires school districts waive any fees that the school district may impose on those students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition program. Refer to Board Policy #5045.

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

\_\_\_\_\_ to receive free or reduced-price lunches, as set  
*Name of Student*

forth by the United States Department of Agriculture child nutrition program. Furthermore, I request that fees or costs of material for the items or projects listed below be waived.

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

Description of Fees to be Waived:

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of School Official*



**APPENDIX C - 2018-2019**

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

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

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

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

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**PLEASE PUT AN X IN FRONT OF ONE OF THE FOLLOWING CHOICES:**

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

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

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

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

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

Name of Student(s)

_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____

No Restrictions       Restrictions

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D - 2018-2019**

**ACKNOWLEDGMENT OF RECEIPT**

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

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

**We have read and understand the above policies.**

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

**STERLING PUBLIC SCHOOLS**

**SCHOOL - PARENT - STUDENT COMPACT 2018-2019 \*All K-6 Parents and Students need to sign and return this to school.**

The Sterling Public School ("District") and the parents of students participating in activities, services, and programs funded by Title I have jointly developed this Compact which outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

**School Responsibilities:**

The faculty and staff of the District, will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

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*Teacher Signature*

*Date*

**Parent Responsibilities:**

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

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*Parent/Guardian Signature*

*Date*

**Student Responsibilities:**

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

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*Student Signature*

*Date*