

Board of Education Study Session  
Monday, June 10, 2024 5:30 PM

School District Office 410 South St., Seward,  
NE  
410 South St  
Seward, NE 68434

## **Agenda**

1. Preliminary Procedures
  - 1.1. Call meeting to order & announce Open Meetings Act is Posted
  - 1.2. Public Notice as publicized per board policy
  - 1.3. Roll Call
    - 1.3.1. Action to excuse board members if necessary
2. Possible Discussion Items
  - 2.1. 2024-2025 Student Handbooks
  - 2.2. Safety Update
  - 2.3. Budget/ Special Session/Governor
  - 2.4. Externships
3. Adjournment

Please publish the following legal notice in the June 5, 2024 edition of the Seward County Independent. Thank you.

### NOTICE OF SCHOOL BOARD MEETING

The board of education of the School District of Seward will meet in regular session on Monday, June 10, 2024 at 5:30 p.m. for a board study session to be followed by the 7:00 p.m. regular business meeting. The meeting will be held at the Administrative Offices located at 410 South St., Seward, Nebraska. An agenda for the meeting which shall be kept continually current is readily available for public inspection at the Superintendent's Office during normal business hours.

To view the agenda go to <http://SewardPublicSchools.org/> and find the eMeeting link.

# Seward Elementary Student Handbook



2024-2025

## **Principal's Message**

Welcome to Seward Elementary and the 2024/2025 school year! We have prepared this handbook so that you may know a little more about our school and its policies and procedures.(Board Policy 5034) It will help us establish positive lines of communication and work together effectively. Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education. Throughout the year, additional information will be made available to you through newsletters, Bluejay Alerts, and the school website ([www.sewardpublicschools.org](http://www.sewardpublicschools.org)). If you have any questions or concerns, please do not hesitate to call or visit the school. Our goal at Seward Elementary is to provide the best educational opportunities possible for each child. By partnering with you, this goal can be accomplished!

Jessica Dominy, Principal

## **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Arrival Time for Students**

School begins each day at 8:15. No adult supervision is provided before 7:45 a.m. Please do not drop off students before 7:45 a.m. For the safety of the children, please follow the procedures for student drop off and parking of vehicles. Building entry time is at the discretion of the supervising adults. Children will proceed to the commons area for breakfast or to the gym for the walk-a-thon.

## **Absence and Tardiness**

Parents are asked to call the office if their child is going to be absent on a particular day. This call will let the school know that the absence is not a truancy or that the student might have experienced difficulties on the way to school. Once the call is made, a written note will not be needed when the student returns to school. If the office does not receive a call by 9:00 a.m., the office personnel will call to check on the absence.

Children not present in school are counted absent regardless of the reason for the absence. If they are in attendance for 4 hours, they will be counted as present for the day. Two hours of attendance will be recorded as a 1/2 day. Children late for school are counted tardy, even if the reason is a doctor or dentist appointment. Tardiness and absence for these reasons are perfectly legitimate and often necessary, but they must be counted. Students will be counted tardy after 8:15 a.m. (Board Policy 5001)

## **Closed Campus**

Children must remain on the school premises during the noon hour and at all other times during the day except with prior written parental permission.

## **Birth Certificates**

All new enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a thirty day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardian in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

## **Parental Custody Information**

It is the responsibility of the parent with whom a student resides to keep the Elementary Principal informed about which parent has custody of the child and about any visitation restrictions of the noncustodial parent. If the noncustodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. Reports of student progress and other informational documents will be given to both parents when requested. (Board Policy 5020)

## **Dismissal**

Children who are not waiting for a ride are to leave the school grounds immediately after dismissal. Children will not be excused from school before dismissal time without a note or phone call from their parents. Please instruct your child never to leave school with a stranger.

Parent permission is needed if your child is to leave the school with someone who does not routinely pick up the child. Grade levels dismiss at the following times:

Kindergarten: 3:10 p.m.

1st & 2nd grades: 3:12 p.m.

3rd & 4th grades: 3:17 p.m.

Parents should make every attempt to pick up their students in a timely and reasonable manner. Teachers and/or other adults will supervise students until parents arrive. However, teachers do have other responsibilities after school such as curriculum work, team meetings, staff meetings, etc. Therefore, if an emergency occurs or if for another reason children will be picked up late, the school needs to be notified.

## **After-School Safety**

Insist that your child obey traffic signals. Parents who pick students up after school should park single file on the north side of the circle drive or in the visitor's parking. Parents who park in the diagonal spaces are asked to walk to the holding area to get their child. Students will not be permitted to walk between parked cars. Buses pick up children on the west side of the building and all other traffic should avoid that area. Student pick up on the north side of the building is discouraged as supervision is not provided. This area is designated for special education transportation only.

## **Change of Address**

Parents should notify the teacher or office immediately of any changes in address, phone number, or family doctor. All unlisted numbers will be kept confidential.

## Health

A physical inventory is made of every student during the school year by the School Nurse, and the findings recorded on the permanent record. (Board Policy 5010, 5011 and 5059) Parents will be mailed a written notice of any concerns or symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

1. First-aid is provided for sudden illness or injury.
2. The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
3. Treatment of injuries occurring outside school jurisdiction are not the responsibilities of school employees.
4. Exclusion of children: having a fever with a suspected contagion, symptoms of vomiting and/or diarrhea, headaches, head lice, etc. Students need to be fever free, without the use of medication for 24 hours before coming back to school.
5. Any pupil with a rash must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted the family physician and he/she recommended readmission with a written notice to this effect, then admittance is acceptable.

Sending medications with your child is discouraged. Generally, if children are sick enough to be taking medicine they should stay home. At the suggestion of the Nebraska School Health Policies, our school system has implemented the use of a "medication permission" sheet. This is simply signed permission from the parent or guardian requesting the school district to comply with a physician's order for a student required to take medication during the regular school day. If your child needs to have medicine at school, please stop in the nurse's office to complete and sign this form. This would be used to administer prescription and nonprescription medication. (Board policy 5023 and 5024)

Nebraska schools have a duty under state law to provide a quality health screening program to all students in attendance. The purpose of the health screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening or health inspection is not diagnostic. Screening to be performed includes height/weight, near and distant vision, hearing and dental screening. Health screening takes place in the fall and results that require further follow-up will be communicated with parents.

Please note the 2024-2025 immunization information included in this packet.

## Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call (402) 643-2968.

## Lice (Pediculosis)

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 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.

## First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

## Lunches

A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period will be required to eat lunch elsewhere. Lunch money must be brought to the office by 8:20 a.m. and the lunch count taken by teachers so that the food service will know how many lunches to prepare. Please call in the lunch order if you know your child will be late for lunch count.

- 2024-2025 Food Service Prices: • Lunch: Students PreK-4: \$3.35 • Breakfast: Students PreK-4: \$2.25  
Milk: \$0.50

Students are not allowed to bring soda (pop) as a part of their cold lunch. The soda will be removed by one of the adult supervisors. Suitable alternatives are: fruit juice box, bottled water, purchase of milk, or drinks from the school's water fountain. Lunch from fast food restaurants is not permitted.

At the end of the school year, all lunch and/or milk charges must be paid. Report cards will be held until the charges are paid. A remaining lunch balance will transfer to the next school year and/or building.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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.

## **Meal Program Charges**

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program. The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates. Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy. The district's policy on charged meals is: If a student has no funds available to pay for a meal, the student will be permitted to charge up to \$20.00. Students will not be allowed to purchase a la carte items if they have a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law. Collection of Delinquent Meal Charge Debt The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

## **Playground**

Children need to play outside. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to an injury should bring a note daily to that effect. Otherwise, the teacher's judgment will be used.

## **Physical Education**

All students must participate in physical education. If any limitation is to be placed on participation in physical education, a written statement from the parent will be honored for two successive physical education classes. If the student is to be excused further, a doctor's statement must be received stating the reason for and duration of the excused absence. The statements will be made a part of the student's record. Ordinarily students who have any limitation placed on their physical education activity will be excused for the entire period.

## **Tennis Shoes**

For safety reasons and to prevent injury, each child needs to wear tennis shoes during physical education classes. If athletic-type shoes are not worn to school, a pair of tennis shoes needs to be brought along for P.E. and kept at school. Children without tennis shoes or shoes not approved by the physical education teacher will not participate in P.E. class. Socks need to be worn as well.

## **Staying after School**

On occasion a student may be required to stay after school to make up work or for discipline reasons. Parents will be notified in advance.

## **Homework**

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms. Homework should be assigned following the building homework guidelines. (Board Policy 6017)

## **Bicycles, Skateboards, Scooters & Heelys**

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles are not to be ridden on the playground or on the sidewalks on the school grounds (this includes before and after school). Skateboards, roller blades, scooters and Heelys are not to be brought to school.

## **Building Discipline**

(Board Policy 6024)-Student Discipline-available upon request or can be accessed online at <https://www.sewardpublicschools.org/vnews/display.v/SEC/Our%20District%7CSchool%20Board%3E%3EPolicies>

Possession of cell phones and other electronic communication devices, including smart watches, in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone/electronic communication device (including smart watches) will be turned off during the school day.
- The cell phone/electronic communication device (including smart watches) is out of sight during the school day ( in a book bag).
- The only time the cell phone/electronic communication device can be used is outside of the school day and the student must be outside the school buildings.
- Students are responsible for their own phone/electronic communication device at all times, even if it is taken from someone to whom they have loaned it.
- By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

If any of these rules are violated, the cell phone/electronic communication device will be taken from the student by a school employee and turned into the principal's office. A parent must pick the phone up at the school office.

If a parent needs to be in contact with a student, please call the office at (402) 643-2968 and we will be happy to share the message.

Students who bring, use, possess, sell, share, or distribute any of the items listed below face consequences, suspension and/or possible expulsion:

- Electronic nicotine delivery systems or products, Cigarette, or other tobacco products
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia
- Over the counter medications except for personal use in office with parent approval.

## **Sexual Harassment**

Sexual harassment will not be tolerated and will be dealt with as outlined in the District policy. Sexual harassment is defined as any unwanted or unwelcome visual, verbal or physical sexual behavior that is offensive to another person. (Board Policy 4014 and 5027)

## **Anti-Bullying Policy**

One of the missions of the School District of Seward is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse. The school district shall review the anti-bullying policy annually. (Board Policy 5054)

Students are prohibited from engaging in any form 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 will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

## **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

## **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

## **Youth Assistance Program (YAP)**

The Youth Assistance Program (YAP) operates in the Elementary School. The purpose of YAP is as follows: 1) to identify students with high-risk behaviors, 2) to connect students and their families with sources of assistance, and 3) to support students in the school environment. If parents/guardians have any questions, they should contact the elementary office to speak with the principal or the guidance counselor.

## **Alcohol and Illicit Drug Use Prohibited**

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs, while on school property or at a school sponsored event or activity will be subject to disciplinary measures.

Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition to continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

(Board Policy 4002)

### **District Responsibilities for Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Care of School Property**

The School District provides needed textbooks, workbooks, library books and athletic equipment without charge. This necessitates that all students assume full responsibility for those items issued to them. Fines will be made for the replacement cost of the books and equipment if lost or damaged.

### **Library Books**

Books will be checked out for two weeks. Pupils will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. Books will be considered lost if they are not returned after 4 weeks. At the end of the school year, report cards will be held until restitution is made.

### **Use of District Technology**

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.

#### **Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

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

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

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

(Board Policy 5037)

### **Emergency Contact Information**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dr. Shannon Hall-Schmeckpeper at 402-643-2968 (phone number), [shannon.hallschmeckpeper@sewardschools.org](mailto:shannon.hallschmeckpeper@sewardschools.org) (e-mail address) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. Matt Dominy at 402-643-2986 (phone number), [matt.dominy@sewardschools.org](mailto:matt.dominy@sewardschools.org) (e-mail address), or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-643-2941 (phone number), [josh.fields@sewardschools.org](mailto:josh.fields@sewardschools.org) (e-mail address) or in person at school. Students may report discrimination or

harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Student Fees Policy**

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes specific student fees and/or materials required. Elementary students might be required participants of this policy in one area: field trip fees. (Board Policy 5045)

### **Conferences and Reports to Parents**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter. In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Classroom Assignments**

Students will be assigned to a particular teacher at the discretion of the building administrator. The administrator will seek input from previous teachers and specialists to ensure the most appropriate placement.

### **Retention**

Students who do not perform to their capabilities may be retained. The following procedures will be utilized:

1. At the end of the first semester, the parent will be notified in writing of possible retention, and a parent conference will be scheduled.
2. Student progress will be reported to the parents at conferences at the end of the third quarter and five weeks before the close of school.
3. A committee made up of the classroom teacher, a principal, and a special area teacher, if appropriate, will be formed. Following their input, a decision will be made by the parents regarding the retention or advancement of the student. Principal input will be seriously considered.

### **Lost and Found**

All lost and found articles are to be taken to the commons area. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal

laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Field Trips**

A well planned field trip is considered a worthwhile educational experience that contributes much to the overall school program. A permission form will need to be signed at the beginning of the school year. Teachers and other adults will accompany the students. The number of adults needed to accompany the students on field trips will be determined by the classroom teacher. If a parent is chosen to chaperone a field trip, they will likely have a small group of students with them throughout the field trip. As much as we value parent participation, we kindly suggest that parents refrain from attending field trips if not selected as a chaperone. This allows students to fully engage in the experience with their peers and teachers. If a parent is not chosen to chaperone, there may be occasional times that parents may attend as a private citizen (pay own admission fee, provide own transportation) and can join the group their child is in, but parents cannot take their child on their own tour/field trip and the child must stay with the group assigned. Siblings in a different grade level and/or students younger than school age are not allowed to join a field trip group with parent chaperones or in cases when it is permitted for parents to attend as private citizens, as field trips are special educational experiences for each grade level. Parents will be notified if the field trip allows for private citizens to join. In most circumstances, students must ride the bus with their classmates and teachers to their field trip destination and back to school at the conclusion of the field trip.

Parents will be notified in advance when field trips and activities requiring a bus ride will take place. However, on occasion the class may go on a tour within walking distance of the school. Parents will not necessarily be advised in advance of such excursions. (Board Policy 6027)

### **Classroom Parties**

Classroom parties will be limited to three per year and will be no longer than one hour in duration. Supervision will be provided for those students whose parents request that they not participate.

### **Birthday Treats/Snacks**

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. Delivered balloons and/or flower bouquets sent to students will remain in the office until the end of the school day. Suckers are discouraged because of safety concerns. Please make sure birthday treats do not include nuts of any kind, and treats cannot be refrigerated at school due to limited space.

### **Party Invitations**

Although birthday parties, etc., are an "out of school" activity, it is permissible for your child to distribute invitations at school provided all children in the class receive one.

## **Gifts**

The exchanging of gifts between pupil and teacher is discouraged. Gift exchanges among students are prohibited.

## **Toys**

Toy guns, knives, bats, trading cards (baseball, **Pokemon**, cartoon, etc.), balls, skateboards, roller blades and other toys are not to be brought to school. Key chains and toys hanging from book bags are discouraged as they are a distraction and/or safety concern. Toys confiscated by school personnel will not be returned to the children until the end of the school year.

## **Pets**

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. A call will be made to the parents to come get the pet. If unavailable, the local law enforcement will be contacted. Pets may be brought to school for instructional purposes only. To do so, arrangements must be made with the classroom teachers and building administrator in advance.

## **School Dress Code**

The school dress of elementary students is the responsibility of the parent. Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing shall be that which does not pose a health or safety hazard, does not disrupt classroom learning and behavior, and complies with reasonable standards for cleanliness. Students must wear shoes at all times. Heelys are not permitted at school. Clothing items with inappropriate statements, pictures, or expressions will not be allowed. Examples-drug or alcohol messages, obscenities, violence, and disrespectful/negative messages. Unacceptable clothing items include the following: very short shorts or skirts; oversized "sagging" pants and shorts; oversized tank tops worn alone; halter tops; and chains attached to billfolds or pants. For safety reasons during recess times, 'flip-flops' are discouraged. If a student wears a piece of clothing that promotes or advertises the above mentioned items, they will be asked to do one of the following:

- 1) Call home and request that a parent bring another piece of clothing.
- 2) If possible, turn and wear the garment inside out.
- 3) Proceed to the nurse's office to select and wear a piece of clothing from the school's supply. That piece of clothing should then be washed and returned to school the next day.

Makeup and colored lip gloss are not to be brought or worn to school. Writing on hands, arms, face and clothing is not allowed. Temporary tattoos are not allowed. Hair color is restricted to natural colors and should be kept clean and properly groomed. (Board Policy 5031) For playing outdoors in wet and snowy weather, your children need to be equipped with overshoes or rubber boots. Be sure both boots are marked as well as mittens, caps, scarves, etc. Except for extreme weather conditions, children will be outside every day.

## **Visitors**

Parents are encouraged to visit school anytime after the first month. That first month is important to let children make the adjustment to school life. We request that visitors call ahead to inform the office staff and classroom teacher. Upon arrival, please check in at the office. In order to maintain an effective learning environment with limited disruption, classroom visits should not exceed one hour and should be arranged with the teacher and principal.

Requests exceeding one hour must have approval of the principal. (Board Policy 5018)

## **Bus Information**

Students are expected to abide by the rules and regulations as set forth in the Seward Public School Bus Information Pamphlet. Please read and review these rules with your children. Safety is our first consideration, when transporting children to school. If the bus driver is distracted, danger exists. This is why standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to the discipline and rules. If for some reason you have not received a School Bus Information pamphlet, notify the Elementary Principal's office. Parents are asked to call the bus driver at his home or the neighbor if their child or children will not be riding the bus on a given day. Parents are asked to contact the bus driver and Bus Barn (643-6069) for approval if their child(ren) are to be delivered to a different stop on the established route. (Board Policy 5044)

## **After School Plans**

If a child is planning to go home with a friend, those arrangements must be made between the parents ahead of time. The child must then bring a written note to the classroom teacher informing them about the arrangements. Students will not be allowed to call their parents about plans they made during the school day. The children will be sent home in the usual manner.

## **District Cell Phone Policy**

Possession of cell phones/other electronic communication devices in school is discouraged. If it is necessary for a student to have a cell phone/other electronic communication devices in school, the following rules apply:

1. The cell phone/other electronic communication devices will be turned off during the school day.
2. The cell phone/other electronic communication devices (Example: Gizmo watch, Apple watch, etc.) are out of sight during the school day (in a book bag).
3. The only time the cell phone/other electronic communication devices can be used is outside of the school day and the student must be outside the school buildings.
4. Students are responsible for their own phone/other electronic communication devices at all times, even if it is taken from someone to whom they have loaned it.

If any of these rules are violated, the cell phone/other electronic device (Example: Gizmo watch, Apple watch, etc.) will be taken from the student by a school official and turned in to the principal's office.

First offense: The cell phone will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. The principal will inform the parent that a second offense by the student is insubordination.

Second Offense: The cell phone/other electronic communication devices will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. Depending on the circumstances, the principal will determine whether the student receives an in-school or out-of-school suspension for insubordination. (Board Policy 6025)

## **Child Abuse**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food,

clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Complaint Procedure**

In the event of complaints or concerns, parents are advised to initially attempt to resolve the situation with the teacher or school employee involved. If the problem cannot be resolved, please contact the school principal, who will schedule a meeting with all the people involved. The superintendent and school board members are to be involved after the above steps are exhausted.

(Board Policy 2006)

### **Bluejay Alerts**

To receive important information about Seward Public Schools sent as a text message or voice message directly to mobile, home or office phones, wireless PDA or pager, sign up for Bluejay Alerts. Information consists of emergency information, school closings, early dismissals and school event reminders. Please contact Craig Williams, District Technology Coordinator at 643-2988 or [craig.williams@connectseward.org](mailto:craig.williams@connectseward.org)

### **Special Education Identification and Placement Procedure**

The Board of Education affirms that all eligible children in the School District of Seward are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the needs of the individual student. All procedural safeguards, policies, and programs implemented in the District are administered in conformity with statutory requirements of NDE Rule 51, NDE Rule 55, Public Law 93-380, Public Law 94-142, and all other applicable state and federal regulations. (Board Policy 6010)

### **Substitute Teachers**

If a long-term substitute is needed for four weeks or more, the school district will do its best to find a substitute that is highly qualified for the position. If this is not possible, parents will be notified in writing.

### **Student Data and Information for NDE**

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information for the Nebraska State Accountability (NeSA), state aid, special education, and the federal *No Child Left Behind Act*. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

### **Notice of Nondiscrimination**

The School District of Seward 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 or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

**Additional Information:**

In addition to the foregoing information, a copy of the following policies are enclosed:

1. 2024-2025 Summary of the School Immunization Rules and Regulations
2. 2024-2025 School Calendar
3. Seward Elementary Homework Guidelines

**Elementary Administration & Teaching Staff**

If at any time a parent/guardian would like to contact the administration or a teacher, please consider the following options:

Telephone: School number is (402) 643-2968

E-mail : [firstname.lastname@sewardschools.org](mailto:firstname.lastname@sewardschools.org)

**Example:** [jessica.dominy@sewardschools.org](mailto:jessica.dominy@sewardschools.org)

**BLUEJAY NATION LET'S FLY!**



# SHS HANDBOOK

2024 / 2025

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# Forward

## Section 1 Intent of Handbook

This handbook is intended to be used by parents, students, and staff as a guide to the rules, regulations, and general information about Seward High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

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

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

| <u>Name</u>      | <u>Title</u>   |
|------------------|----------------|
| Dr. Josh Fields  | Superintendent |
| Ryne Seaman      | President      |
| Paul Duer        | Vice President |
| Jill Hochstein   | Secretary      |
| Matthew Hastings | Member         |
| Danielle Shipley | Member         |
| Shawn Svoboda    | Member         |

## Section 3 High School Administration and Office Staff

| <u>Name</u>               | <u>Position</u>                                 |
|---------------------------|---|
| Scott Axt                 | Principal                                       |
| Rich Eber                 | Assistant Principal                             |
| Scott Curry               | Activities Director                             |
| Charles Gebhardt          | Assistant Activities/Concessions Director       |
| Craig Williams            | Technology Coordinator                          |
| Noelle Baker              | Counselor                                       |
| Kevin Fields              | Counselor                                       |
| Matt Dominy               | Curriculum and Assessment Director              |
| Shannon Hall-Schmeckpeper | Special Education and Special Services Director |
| Marty Telecky             | Transportation Director                         |
| Mary Russell              | Administrative Assistant/Bookkeeper             |
| Carmen Johnson            | Administrative Assistant/Registrar              |
| Jennifer Anderson         | School Nurse                                    |

## Section 4 High School Teaching Staff

| Name                | Department            | E-Mail   |
|---------------------|-----------------------|--|
| Aaron Blersch       | Mathematics           | <a href="mailto:aaron.blersch@sewardschools.org">aaron.blersch@sewardschools.org</a>         |
| Celeste Brandenburg | FCS                   | <a href="mailto:celeste.palensky@sewardschools.org">celeste.palensky@sewardschools.org</a>   |
| Ross Briggs         | Mathematics           | <a href="mailto:ross.briggs@sewardschools.org">ross.briggs@sewardschools.org</a>             |
| Krystin Cast        | Agriculture           | <a href="mailto:krystin.cast@sewardschools.org">krystin.cast@sewardschools.org</a>           |
| Julie Christensen   | Media Specialist/Tech | <a href="mailto:julie.christensen@sewardschools.org">julie.christensen@sewardschools.org</a> |
| Tiffany Core        | Special Education     | <a href="mailto:tiffany.core@sewardschools.org">tiffany.core@sewardschools.org</a>           |
| Erica Crouch        | Language Arts         | <a href="mailto:erica.crouch@sewardschools.org">erica.crouch@sewardschools.org</a>           |
| Jessy Eggerling     | Agriculture           | <a href="mailto:jessy.eggerling@sewardschools.org">jessy.eggerling@sewardschools.org</a>     |
| Jeremy Fries        | Mathematics/Striv TV  | <a href="mailto:jeremy.fries@sewardschools.org">jeremy.fries@sewardschools.org</a>           |
| Charles Gebhardt    | Mathematics/Chemistry | <a href="mailto:charles.gebhardt@sewardschools.org">charles.gebhardt@sewardschools.org</a>   |
| Laura Goracke       | Science               | <a href="mailto:laura.goracke@sewardschools.org">laura.goracke@sewardschools.org</a>         |
| Jeff Hass           | Industrial Arts       | <a href="mailto:jeff.hass@sewardschools.org">jeff.hass@sewardschools.org</a>                 |
| Kurt Holliday       | Industrial Technology | <a href="mailto:kurt.holliday@sewardschools.org">kurt.holliday@sewardschools.org</a>         |
| Brandon Houdek      | Social Science        | <a href="mailto:brandon.houdek@sewardschools.org">brandon.houdek@sewardschools.org</a>       |
| Spencer Jakub       | Language Arts/Speech  | <a href="mailto:spencer.jakub@sewardschools.org">spencer.jakub@sewardschools.org</a>         |
| Amanda Kenney       | Instrumental Music    | <a href="mailto:amanda.kenney@sewardschools.org">amanda.kenney@sewardschools.org</a>         |
| Nate Knott          | Art                   | <a href="mailto:nate.knott@sewardschools.org">nate.knott@sewardschools.org</a>               |
| Trevor Menke        | Social Science        | <a href="mailto:trevor.menke@sewardschools.org">trevor.menke@sewardschools.org</a>           |
| Patrick Miller      | Math/Science          | <a href="mailto:patrick.miller@sewardschools.org">patrick.miller@sewardschools.org</a>       |
| Rebekah Miller      | Social Science        | <a href="mailto:rebekah.miller@sewardschools.org">rebekah.miller@sewardschools.org</a>       |
| Wade Miller         | Business              | <a href="mailto:wade.miller@sewardschools.org">wade.miller@sewardschools.org</a>             |
| Seth Montag         | Business & Computers  | <a href="mailto:seth.montag@sewardschools.org">seth.montag@sewardschools.org</a>             |
| Chris Oerman        | Spanish               | <a href="mailto:chris.oerman@sewardschools.org">chris.oerman@sewardschools.org</a>           |
| Jamie Opfer         | Health/P.E.           | <a href="mailto:jamie.opfer@sewardschools.org">jamie.opfer@sewardschools.org</a>             |
| Tom Pallas          | Language Arts/ P.E    | <a href="mailto:tom.pallas@sewardschools.org">tom.pallas@sewardschools.org</a>               |
| Beth Seegebarth     | Special Education     | <a href="mailto:beth.seegebarth@sewardschools.org">beth.seegebarth@sewardschools.org</a>     |
| Angela Pfeiffer     | Special Education     | <a href="mailto:angela.pfeiffer@sewardschools.org">angela.pfeiffer@sewardschools.org</a>     |
| Jenny Pinkall       | Science/P.E.          | <a href="mailto:jenny.pinkall@sewardschools.org">jenny.pinkall@sewardschools.org</a>         |
| Pat Piskorski       | Science               | <a href="mailto:pat.piskorski@sewardschools.org">pat.piskorski@sewardschools.org</a>         |
| Jim Placke          | Physical Education    | <a href="mailto:jim.placke@sewardschools.org">jim.placke@sewardschools.org</a>               |
| Melissa Pohl        | Language Arts         | <a href="mailto:melissa.pohl@sewardschools.org">melissa.pohl@sewardschools.org</a>           |
| Ashlee Rickert      | Language Arts         | <a href="mailto:ashlee.rickert@sewardschools.org">ashlee.rickert@sewardschools.org</a>       |
| Ben Rickert         | Vocal Music           | <a href="mailto:ben.rickert@sewardschools.org">ben.rickert@sewardschools.org</a>             |
| Kyle Royuk          | Math                  | <a href="mailto:kyle.royuk@sewardschools.org">kyle.royuk@sewardschools.org</a>               |
| Kari Sameuls        | Special Education     | <a href="mailto:kari.sameuls@sewardschools.org">kari.sameuls@sewardschools.org</a>           |
| Andy Sistik         | Mathematics/Computers | <a href="mailto:andy.sistik@sewardschools.org">andy.sistik@sewardschools.org</a>             |
| Sara Smith          | Special Education     | <a href="mailto:sara.smith@sewardschools.org">sara.smith@sewardschools.org</a>               |
| TJ Towle            | Credit Recovery/SPED  | <a href="mailto:tj.towle@sewardschools.org">tj.towle@sewardschools.org</a>                   |
| Kristen Upton       | Spanish               | <a href="mailto:kristen.upton@sewardschools.org">kristen.upton@sewardschools.org</a>         |
| Dory von Kampen     | Language Arts         | <a href="mailto:dory.vonkampen@sewardschools.org">dory.vonkampen@sewardschools.org</a>       |
| Jarren Zimmerman    | Social Science        | <a href="mailto:jarren.zimmerman@sewardschools.org">jarren.zimmerman@sewardschools.org</a>   |

## Section 5 Extracurricular Assignments/Committees

| Activity      | Coaches/Sponsors/Team Members   |
|---------------|---|
| Football      | Jamie Opfer (Head Coach), Wade Miller, Casey Makey, Jeff Hass, Nate Knott |
| Softball      | Shawn Carr (Head Coach), Brock Anderson                                   |
| Cross Country | Kurt Holliday (Head Coach), Kyle Royuk                                    |
| Girls Golf    | Jim Placke (Head Coach)   |

|                                 |   |
|---------------------------------|---|
| <b>Volleyball</b>               | Tom Pallas (Head Coach), <b>Rebekah Miller</b> , Jenny Heaston  |
| <b>Boys Basketball</b>          | Trevor Menke (Head Coach), Wade Miller, Seth Montag   |
| <b>Girls Basketball</b>         | Beth Bohuslavsky (Head Coach), Jarren Zimmerman, Tanner Roth  |
| <b>Wrestling</b>                | Andy Sistek(Head Coach), Bill Covert  |
| <b>Girls Wrestling</b>          | <b>Andy Sistek(Head Coach)</b> , Betsy Sistek (Milford)   |
| <b>Girls Bowling</b>            | Dennis Sugden   |
| <b>Boys Bowling</b>             | Steve Connor  |
| <b>Baseball</b>                 | Brock Anderson (Head Coach), Jeremy Fries, Adam Pierce  |
| <b>Track</b>                    | Jeff Hass (Head Coach), Nate Knott, Kyle Royuk, <b>Hans Eickmeier</b> , Kari Samuels                                  |
| <b>Boys Golf</b>                | Jim Placke (Head Coach)   |
| <b>Boys Soccer</b>              | Jamie Opfer (Head Coach)  |
| <b>Girls Soccer</b>             | Nick Holmes (Head Coach)  |
| <b>Show Choir</b>               | Ben Rickert   |
| <b>Speech</b>                   | <b>Spencer Jakub (Head Coach), Jessy Eggerling</b>  |
| <b>One Act Play</b>             | Megan Boggs   |
| <b>Marching Band</b>            | Amanda Kenney   |
| <b>Color Guard</b>              | Amanda Kenney   |
| <b>Musical</b>                  | Ben Rickert, Dory von Kampen  |
| <b>Cheer</b>                    | Erika Kratochvil  |
| <b>Dance</b>                    | Erika Kratochvil  |
| <b>FCCLA</b>                    | Celeste Brandenburgh  |
| <b>FBLA</b>                     | Wade Miller/Seth Montag   |
| <b>Key Club</b>                 | Ross Briggs/Ashlee Rickert  |
| <b>FFA</b>                      | Jessy Eggerling/Krystin Cast  |
| <b>National Honor Society</b>   | Chris Oerman  |
| <b>Quiz Bowl</b>                | Melissa Pohl  |
| <b>SkillsUSA</b>                | Kurt Holliday   |
| <b>Yearbook</b>                 | <b>Julie Christensen</b>  |
| <b>Bluejay Leadership Team</b>  | Laura Goracke   |
| <b>9th Grade Class Sponsor</b>  | Jenny Pinkall, <b>Melissa Pohl</b>  |
| <b>10th Grade Class Sponsor</b> | <b>Erica Crouch</b> , Tiffany Core  |
| <b>11th Grade Class Sponsor</b> | Sara Smith, Kristen Upton, Nate Knott   |
| <b>12th Grade Class Sponsor</b> | Noelle Baker, Kevin Fields  |
| <b>Emergency Response Team</b>  | Scott Axt, <b>Scott Curry</b> , Rich Eber, John Moody, Jennifer Anderson,<br>Noelle Baker, Kevin Fields, Tiffany Core |

# School Calendar

## 2024-2025 CALENDAR SEWARD PUBLIC SCHOOLS

### AUGUST

- 7 New Teacher Orientation
- 8 New Teacher Work Day
- 1-8 Teacher Workday (floating)
- 9,12,13 Professional Development Days
- 12 Student Orientation/Open House: Elementary 5:00-6:30, Middle 6:00-7:30 & High School 7:00-8:30 PM
- 14 First Student Day - Dismiss 1:30

### SEPTEMBER

- 2 No School - Labor Day
- 16 Professional Development Day - No Students

### OCTOBER

- 11 Elementary Planning Day--No Elem. Students
- 16 End of 1st Quarter - 44 Days
- 17 Professional Development Day - No Students
- 18 No School--Fall Break

### NOVEMBER

- 27-29 Thanksgiving Vacation

### DECEMBER

- 20 End 2nd Quarter - 42 Days -- 1:30 Dismissal
- NSAA Competition Moratorium
- 23-31 Winter Vacation

### JANUARY

- 1-6 Winter Vacation
- 6 Professional Development Day - No Students
- 7 School Resumes
- 24 No Elementary School

### FEBRUARY

- 14 No School
- 17 Professional Development Day - No Students

### MARCH

- 10 Elementary Planning Day - No Elem. Students
- 13 End of 3rd Quarter - 46 Days
- 14 No School
- 17 Professional Development Day - No Students

### APRIL

- 18,21 No School--Spring Break

### MAY

- 2 Elementary Planning Day - No Elem. Students
- 18 Graduation
- 22 Last Day Scheduled (subject to change) - 11:30 Dismissal
- 22 End of 4th Quarter - 43 Days
- 23 Professional Development Day
- 26 Memorial Day

### PARENTS - PLEASE READ BELOW

\* Three snow days are built into the school calendar. If we have less than three snow days the last day of school will be moved to an earlier date by the number of days not used (Example- we use 2 snow days our last day of school will be 1 day earlier).



| AUGUST 2024 |    |    |    |    |    |    | SEPTEMBER 2024 |    |    |    |    |    |    |   |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|---|
| S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |   |
|             |    |    |    |    | 1  | 2  | 3              | 1  | 2  | 3  | 4  | 5  | 6  | 7 |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 | 8              | 9  | 10 | 11 | 12 | 13 | 14 |   |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 | 15             | 16 | 17 | 18 | 19 | 20 | 21 |   |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 | 22             | 23 | 24 | 25 | 26 | 27 | 28 |   |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 | 29             | 30 |    |    |    |    |    |   |

| OCTOBER 2024 |    |    |    |    |    |    | NOVEMBER 2024 |    |    |    |    |    |    |   |   |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|---|
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |   |   |
|              |    |    | 1  | 2  | 3  | 4  | 5             |    |    |    |    |    |    | 1 | 2 |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 | 3             | 4  | 5  | 6  | 7  | 8  | 9  |   |   |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 | 10            | 11 | 12 | 13 | 14 | 15 | 16 |   |   |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 17            | 18 | 19 | 20 | 21 | 22 | 23 |   |   |
| 27           | 28 | 29 | 30 | 31 |    |    | 24            | 25 | 26 | 27 | 28 | 29 | 30 |   |   |

| DECEMBER 2024 |    |    |    |    |    |    | JANUARY 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  | 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 | 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 | 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 | 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    | 29           | 30 | 31 |    |    |    |    |

| FEBRUARY 2025 |    |    |    |    |    |    | MARCH 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |            |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  | 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    | 23         | 24 | 25 | 26 | 27 | 28 | 29 |
|               |    |    |    |    |    |    | 30         | 31 |    |    |    |    |    |

| APRIL 2025 |    |    |    |    |    |    | MAY 2025 |    |    |    |    |    |    |   |   |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|---|
| S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |   |   |
|            |    |    | 1  | 2  | 3  | 4  | 5        |    |    |    |    |    | 1  | 2 | 3 |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |   |   |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |   |   |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |   |   |
| 27         | 28 | 29 | 30 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 |   |   |

- End of Quarter
- Professional Development - No Students
- No School/No Students
- No Elementary School

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

### Parent-Teacher Conferences

#### High School - 5:30 to 7:30 PM

Wed., Sept. 18      Wed., Nov. 13

Wed., Feb. 5      Wed., April 9

#### Middle School - 4:00 to 8:00 PM

Wed., Oct. 23      - Grade 5 Only

Thurs., Oct. 24      - Grades 5-8

Thurs., Feb. 20      - Grades 5-8

#### Elementary School - 4:00 to 8:00 PM

Mon., Oct. 14      Tues., Oct. 15

Mon., March 10      Tues., March 11

# Mission and Goals

## Section 1 School Mission Statement

## Section 2 Mutual Respect

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

## Section 3 Complaint Procedures

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

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
  
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
  
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - i) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
    - ii) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - i) All relevant details of the complaint;
    - ii) All witnesses and documents which the complainant believes support the complaint;
    - iii) The action or solution which the complainant seeks.
  - d) Respond to the complainant.
  
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.

- b) The superintendent will investigate as he or she deems appropriate.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - ii) If the complainant refuses to discuss the matter with the superintendent, the board president may encourage the complainant to reduce his or her concerns to writing.
    - iii) The board president, in his or her sole discretion, may determine whether the complaint should be placed on a future board meeting agenda to be discussed by the entire board in executive session.

#### **Section 4     Surveys**

School personnel rarely administer surveys of students. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed; the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses for the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

# School Day

## Section 1 Bell Schedules For High School

### Regular Day

1st Period 8:15 - 8:59 & 9:01 - 9:45

2nd Period 9:50 - 11:17

3rd Period 11:17 - 1:17 (11:17-11:47-11:47-12:17, 12:17-12:47, 12:47-1:17)

4th Period 1:22 - 2:49

5th Period 2:54 - 3:37

### 2 Hour Late Start

1st Period 10:15 - 10:49 & 10:51 - 11:25

3rd Period 11:29 - 1:00 (11:29-11:52, 11:52-12:15, 12:15-12:37, 12:37-1:00)

2nd Period 1:03 - 2:03

4th Period 2:07 - 3:07

5th Period 3:11 - 3:37

### 1:30 Dismissal

1st Period 8:15 - 8:47 & 8:49 - 9:20

2nd Period 9:24 - 10:25

3rd Period 10:29 - 12:00 (10:29-10:52, 10:52-11:15, 11:15-11:37, 11:37-12:00)

4th Period 12:03 - 1:02

5th Period 1:06 - 1:30

### 11:30 Dismissal

1st Period 8:15 - 8:42 & 8:44 - 9:10

2nd Period 9:15 - 9:45

3rd Period 9:50 - 10:20 (no lunch)

4th Period 10:25 - 10:55

5th Period 11:00 - 11:30

## Section 2 Severe Weather and School Cancellations

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

### Decision to Close Schools

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

### After School Starts

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

### Parental Decisions

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

Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

### What Not To Do

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

### Emergency Conditions

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

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

## **Section 3 Closed Campus**

All students are required to remain on campus and in the building during the school day, including lunch. Exceptions are made for students attending college classes or leaving for work experience. **School will not accept DoorDash or any other food delivery service during the school day.**

## **Section 4 Identification Cards**

Identification cards will be issued at the beginning of each school year. All students will be required to carry identification cards on their person during the school day and at all school activities. Students must be able to produce them upon the request of a school official. A five dollar (\$5.00) fee will be charged for lost or stolen ID cards.

# Use of Building and Grounds

## Section 1 Entering and Leaving the Building

*Beginning of School:* Students should not be on school grounds prior to 7:45 am. Students participating in Marching Band, Choir, Club/Activity meetings will be added to an “Early Entry” list that is monitored in the main high school office. Students needing to see a teacher before school need to make arrangements with that teacher to be placed on the “Early Entry” list in the office to enter the building prior to 7:45am.

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

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

## Section 2 Visitors

Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities. (Board Policy 5018)

- a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, is the sole discretion of the building principal.
- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

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

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

## Section 3 Smoke/Electronic Nicotine Delivery Systems or Products-Free Building

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

## **Section 4 Care of School Property**

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

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

## **Section 5 Lockers and Backpacks**

Students should not share a locker with other students since they are responsible for the contents and cleanliness of their locker. Students may be assessed a fine for damage to lockers. Book bags and/or gym bags may be brought into the building, but are prohibited in classrooms. Book bags, backpacks, gym bags, purses, etc. are to be kept in a student's assigned locker. Students are not to leave their books/bookbags/backpacks/gym bags in the hallway or in the office. School officials may inspect lockers/bags without any particular suspicion or reasonable cause. Students must use school issued padlocks unless stated otherwise in an IEP or 504 plan.

## **Section 6 Use of Surveillance and Searches**

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

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

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 7 Use of Telephone**

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

## **Section 8 Bicycles**

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

## **Section 9 Vehicles**

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Students are required to register their vehicles in the High School Office. Students are not to loiter in the parking lot during non-school hours.

## **Section 10 Student Valuables**

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

## **Section 11 Lost and Found**

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

## **Section 12 Accidents**

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

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

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

## **Section 14 Insurance**

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

## Section 15 Bulletins and Announcements

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

## Section 16 Copyright and Fair Use Policy

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

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

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

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

## Section 17 Non-Curriculum Student Clubs

### 1. Application Process

- Name, Purpose, and Proposed Activities of the Group
  - Name of student representative authorized to submit an application
  - Who will be responsible for damages to District property,
  - Who will be the liaison for communication with school staff
- The student(s) requesting the club will seek out a member of the staff willing to serve as a supervisor.
  - The staff supervisor will not help plan or run the club;
  - They strictly agree to provide supervision when students meet.
  - Building administration will approve the district employee who will serve as the supervisor for each meeting.
- Must submit the [Student Application for Approval](#) at least 3 days prior to the first meeting and must re-submit an application annually.
  - If the application is approved, the building administrator shall designate and assign the room(s) to be used for student group meetings.

### 2. Communication of Meetings

- Non-curriculum related secondary school student groups may use designated bulletin boards, announcements, etc. for notices of their meetings. All electronic or written notices will include this standardized statement: “Non-Curriculum Related Student-Led Group-This Club is not Sponsored by the District or School. Any Staff Member’s Role is Solely Supervisory.”
3. Rules for Governing Meetings
- Meetings must be held outside of normal instructional time.
  - Participation in meetings is voluntary.
  - Non-school people may not direct, conduct, control, or attend the meetings.
  - The staff supervisor will not help plan or run the group.
  - They may not participate in any discussion or activity; they are strictly agreeing to provide supervision when students meet.

# Attendance and Participation

## Section 1 Attendance Policy

Regular and punctual student attendance is required by school board policy 5001 and state law. The administration is responsible for developing further attendance requirements and regulations consistent with board policy. Students must be enrolled on a full-time basis. Exceptions are permitted only per board policy and state law. The responsibility for attendance rests mainly with the students and his/her parents. However, if that responsibility is not assumed by the student and parents, the school will enforce the attendance laws of the State of Nebraska. Parents are asked to cooperate with the school to reduce the number of absences.

## Section 2 Attendance Procedures and Absences

### Required Attendance

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

### Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned 18 years of age are of mandatory attendance age.

### Exceptions for 16-17 Year Old Students

This policy does not apply to students who have reached age 16 but not yet turned 18 when (1) the services or earnings of a child are necessary for their own support or the support of those actually dependent upon him or her; or (2) when illness makes attendance impossible or impracticable.

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

### Discontinuing enrollment

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child only as permitted by state law. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the forms provided by the district, and will complete all required disenrollment processes required by board policy, this handbook, and state law.

### Attendance Officer

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

### Attendance Procedures

1. All absences known in advance must be reported by the parent/guardian to school personnel (doctor or dental appointments, court appearances, etc.).
2. When absences are not prearranged, the parent/guardian must call school office personnel **prior to the beginning of the school day**, stating the reason for the absence. The call must be made each day a student is absent, unless

other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause. If notification is not made, school personnel will contact the parent/guardian. However, the best use of district resources is for parents to contact the school before a call is required to be made home. **Please call the High School Office at 402-643-2988 before 9:00 am to report a student absence.**

3. Absences not excused by a parent/guardian will be considered truanancies with disciplinary consequences in accordance with the Student Behavior Code.
4. A note or call from home will be deemed excused or unexcused at the discretion of the administration.

**Excused and Unexcused Absences.**

An absence from school will be reported as: (1) an excused absence or (2) an unexcused absence.

**1. Excused Absences:** Absences should be cleared through the Principal’s office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- a. Physical or mental illness of the student (a physician’s verification is required after four (4) consecutive days of absence for illness)
- b. Severe weather
- c. Medical appointments for the student
- d. Death or serious illness of the student’s family member
- e. Attending a funeral, wedding or graduation
- f. Appearance at court or for other legal matters
- g. Observance of religious holidays of the student’s own faith
- h. College Visits (2 days maximum)-verification from college admissions office is required to be excused.
- i. School sponsored activities which require students to be absent from school.
- j. Personal/Family vacations/trips in which a student accompanies the parent(s)/legal guardian(s).
- k. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student’s absence record, the student’s academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip. Students will be expected to notify teachers in advance, collect work and be complete upon return. As a general rule, students will NOT be excused for family trips within the last five (5) school days of a term.

**2. Unexcused Absences:** An absence, which is not excused, is unexcused. Parents are required to call school regarding a student’s absence by 9:00 a.m., providing the reason for the absence. Failure to provide a reason for the absence will result in that absence being counted as unexcused, which may result in the student being considered truant as per state law (UNeb. Rev. Stat.U 79-201). It is expected that parents will model honest behavior for their children. Students who are called in for typically excused reasons, but who are found by the principal or other school official not to be in accord with the expectations of that excuse will be counted as an unexcused absence, regardless of the parents’ stated reason. If a student’s absence is unexcused, the student may receive zeros for any class work missed during the absence and may be required to make-up work and the time missed.

**Excused/Unexcused Quick Reference Guide**

| Absent days that count against your 5  | Absent days that don’t count against your 5  |
|--|--|
| <ul style="list-style-type: none"> <li>● Personal Days</li> <li>● Vacations (without a prior conversation with Admin)</li> <li>● Illness without doctor’s Note</li> <li>● Appointments - non-medical</li> <li>● Overslept</li> <li>● Truant / Unaccounted for absence</li> <li>● District Tournaments (Non Participant)</li> <li>● State tournament if not a participant or a Seward Team is not playing</li> <li>● Club Sports</li> </ul> | <ul style="list-style-type: none"> <li>● Illness / Appts with Doctors Note</li> <li>● School Activity</li> <li>● State Tournament if you play that sport for the whole season or an SHS team is in the tournament.</li> <li>● (2) College Visits (With documentation from College)</li> <li>● Funeral</li> <li>● Court / Probation</li> <li>● DMV</li> <li>● Religious Holidays</li> </ul> |

### **Excessive Absences: Notification and Collaborative Plan Process**

Excessive absenteeism refers to any student that is absent 5 days or more per term. Such absences shall be determined on a per class basis. The following procedures will act as a guide for Seward High School to address excessive absenteeism.

- A. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the student.
- B. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not limited to:
  1. Illness related to physical or behavioral health of the child
  2. Educational counseling
  3. Educational evaluation
  4. Referral to community agencies for economic services
  5. Family or individual counseling
  6. Assisting the family in working with other community services.
- C. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
- D. Reporting Excessive Absenteeism to the County Attorney - The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year.
  1. The school will notify the student's family in writing prior to referring the child to the county attorney. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

Excessive absences during the school year shall result in a review of the student's attendance profile by an administrator to determine further action, including monitoring future absences, parental notification, or a referral to an Attendance Committee, consisting of at least two faculty members, school nurse or counselor, assistant principal and principal. The committee will meet by appointment or as deemed appropriate at which time the student's total attendance record will be examined. The decision of the committee will be based on the justifiable reasons for absences as provided by the parent/guardian, excessiveness and necessity of the absences, and the total attendance record. Proper documentation such as physician notes are strongly encouraged. Action of the committee could include, but not be limited to, providing acceptable criteria for future absences, requiring the student to make up time, or loss of credits for the term, as determined by a majority vote of the committee members present at the meeting. The decision of the Attendance Committee may be appealed to the Superintendent of Schools.

### **Section 3 Tardiness**

Punctuality is a good work habit! Being tardy is defined as arriving to class after the tardy bell has rung. A student detained by a teacher, a counselor, or administrator must bring verification. This verification will excuse the tardy.

1. When a student is tardy to class they will be required to serve a fifteen (15) minute detention after school that day. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc. Bus students will be required to attend the next morning.
2. Tardies will count in the overall attendance review process.

## Section 5 Leaving School

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

## Section 6 Attendance is Required to Participate in Activities (Board Policy 6014)

### **Students must attend school all day the day of any scheduled school activity in order to**

**participate in the activity.** This includes sports contests, practices and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The Principal or Activities Director retains the right to grant participation should exceptional circumstances prevail or the student has obtained prior permission from administration. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will be going home ill and then returning to play in the contest later that day.

### Prom and Homecoming

A Student that has five (5) unexcused absences in the first term (defined above) will be ineligible for Homecoming. A Student that has five (5) unexcused absences during the term of prom (defined above) will be ineligible to attend Prom.

### Honor Roll

A student with five (5) unexcused absences (defined above) per term, will not be eligible for the Honor Roll.

### State Tournament

A student that completes a full season of their sport (JV/Varsity) and is in good standing with the team is allowed to attend a maximum of two (2) days of that sports state tournament without the absences counting against their five (5) days. Students must be in good academic standing and must have the Pre- Approval for Absence form completed prior to leaving school.

### **If SHS qualifies for state in an activity, students who want to attend and support SHS will need to get a form from the office and get approval from their teachers, parents, and administrators ahead of time.**

The administration will determine the amount of time that will be excused based on when SHS competes. **Failure to complete the form will result in an unexcused absence and no participation in extracurricular activities for that school day.** Students that complete the form will be granted an excused absence and allowed to participate in extracurricular activities for the day.

## Section 7 P.E. and Sports Participation

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

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

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

## **Section 8 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not complete, students will receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignments will be sent for extended absences such as hospitalization or prolonged illnesses. Students will be allowed twice the amount of time missed during an absence (no credit and truant absences excluded) to make up schoolwork that was missed due to illness, illness in the family, death in the family, medical appointments, or emergency situations when a student is needed at home. Work assigned prior to an absence is expected to be completed on time. Students who miss four or more consecutive days due to illness, need to bring a doctor's note prior to returning to school. Students who will be absent two or more days are expected to contact their teachers via Canvas or Email for their assignments and materials.

**Students who will be absent for a school activity should make arrangements with their teachers prior to the absence.**

## **Section 9 Transferring from Seward High School:**

If a student should find it necessary to withdraw from school, it is very important that they secure a checkout form from the principal's office and have it signed by all of their teachers and parent/guardian. The slip is to be returned to the office after all individuals have signed it. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school

## **Section 10 Withdrawal from School:**

A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation must have an exit interview with the superintendent's designee. Any withdrawal form signed by the person making the written request shall be valid only if the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance impossible. The superintendent's designee signs the form that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent's designee the person making the written request does in fact have legal guardianship and the child is experiencing either financial hardship requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. (Nebraska law 79-202)

# Scholastic Achievement

## Section 1 Grading System

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

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

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

## Section 2 Graduation Requirements

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

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

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

- Language Arts -- 40 hours
- Speech - 5 hours
- Mathematics - 30 hours
- Social Science - 30 hours
- Science - 30 hours
- Personal Finance - 5 hours
- Physical Education & Health - 15 hours
- Technology - 5 hours

Vocational - 5 hours  
Fine Arts or Foreign Language - 5 hours  
Electives - 65 hours  
Volunteer Service - 30 clock hours (see below)

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

### **Section 3 Community Service**

At Seward High School, we believe each student should aspire toward personal excellence and responsible citizenship with community and family support. We believe that together families, schools, and communities can prepare students to develop life skills and achieve academic success. Students will be encouraged to complete at least 5 hours of community service each calendar year (August 1 - July 31) and required (per Board Policy 6006) to complete 30 hours of community service as a graduation requirement (August 1 of freshman year - December 15 of senior year).

**(Beginning with the Class of 2027)** Five of the 30 hours will need to be affiliated directly with Seward Public Schools Service. For example, Concessions, School Sanctioned Community Service Projects, Student Ambassadors, Class Projects such as decorating for dance, homecoming etc. Students will utilize the MobileServe system to record and track their hours, which will be verified and approved by administration. The majority of hours must be served in Seward County communities.

Hours to be served outside of Seward County must be pre-approved by administration. This system to enhance student learning will connect community and school to support the development of servant leaders.

#### **Early Graduation Plan (Board Policy 6006)**

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

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

#### **Senior Recognition**

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

- Summa Cum Laude – A graduating senior with a cumulative G.P.A. of 4.0 or greater
- Magna Cum Laude – A graduating senior with a cumulative G.P.A. between 3.833 – 3.999
- Cum Laude – A graduating senior with a cumulative G.P.A. between 3.667 – 3.832

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

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

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

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

The following Advanced Placement (A.P.) courses will be classified as weighted.

|                                  |                                    |
|----------------------------------|------------------------------------|
| A.P. Calculus                    | A.P. Statistics                    |
| A.P. Environmental Science       | A.P. Biology                       |
| A.P. U.S. History                | A.P. Human Geography               |
| A.P. European History            | A.P. Computer Science A            |
| A.P. Computer Science Principles | Other A.P. offerings may be added. |

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

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

### **Transfer Students**

In an effort to provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually with each course grade being assigned the weight of its closest counterpart in the Seward High School registration guidebook. The goal of this process is to ensure equity and fairness so that those transferring to Seward High School are given neither an advantage or disadvantage in the calculation of GPA.

### **Selection of Graduation Speakers**

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

### **Section 4 Grade Placement**

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

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

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

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

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

### **Section 5 Schedule Changes**

Students needing schedule changes should notify their school counselor. The school counselor and all teachers involved must agree to all schedule changes. Due to the efforts in how we build the master schedule based upon student requests to maximize our staffing, schedule changes will be very limited. Students who drop a class or are removed per behavior after the first week of term will be given an Withdrawal/F on their transcript for the course. The principal reserves the right to make the final decision on all schedule changes and dropped course transcript grades.

### **Section 6 Report Cards**

Report cards are issued at the end of each term. Percent grades are used to designate a student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term to make up incomplete work if given an "I" for the term. Failure to do so may cause the

grade to change to an “F” or “NC” (no credit). No incompletes will be given at the end of the fourth term, as all course work must be completed by the end of the fourth term.

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

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

## **Section 8 Honor Roll**

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

1. Minimum G.P.A. of a 3.5 for the grading period (high school classes only).
2. No “C’s” or below in any class.
3. No “N’s” or “U’s” on student citizenship. Citizenship grades will be determined based on the preparation, respect, integrity, dedication, effort scale.
4. Enrolled in a minimum of 10 high school credit hours for the grading period.
5. Honor Roll -A student with five (5) unexcused absences (defined in attendance section) will not be selected for the Honor Roll.

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

## **Section 9 National Honor Society**

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

### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate’s character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. The chapter adviser is a non-voting member of the Faculty Council. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mr. Chris Oerman.

### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

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

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

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

## **Section 10 Academic Integrity**

### **A. Policy Statement**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. 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.

### **B. Definitions**

The following definitions provide a guide to the standards of academic integrity:

1. "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 need 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)
    - (1) 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.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula 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.

(3) 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.

(4) Use of Other Students to Take Tests. 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.

(5) Misrepresenting the 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):

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) Misrepresenting the 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.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(c) "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.

"Artificial intelligence tools" ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

"AI Tools" may provide valuable source information to students and teachers in relation to the school's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

(a) Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

(b) Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.

(c) If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:

(1) The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.

(2) In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

(3) In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

A student's failure to meet the requirements stated will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

### C. Sanctions

The following sanctions will 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 11 Transcripts**

Students requesting transcripts must provide the office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements and college entrance requirements.

## **Section 12 Lunch Study Hall/After School Study Hall**

### **Lunch Study Hall**

To help all students achieve passing grades, students will be required to attend lunch study hall if they are failing a class. Students failing a course will be in lunch study hall starting with week 2 of the term. Students will be discharged from Lunch Study Hall as soon as they have a grade sheet signed by all teachers that they are passing their classes.

Lunch Study Hall rules:

- Phones will be turned in to the supervising teacher and put in the pouch.
- The student will come to lunch study hall prepared to work on their assignments.
- If students claim to be done with their work, they may read a book.
- Students must have grade sheets signed by all teachers to be dismissed from the lunch study hall.
- Students can only go through the line again when they return their trays.

### **Participation in Activities-After School Study Hall**

To help build the complete student, students who are failing a course and are in athletics or any extracurricular activity will not be able to participate in games or practices. In place of practice, students will attend the after-school study hall from 3:45-4:45 and then report to practice to watch the remainder of practice to bring the student up to speed on what they missed during practice. As soon as the student passes, they must get the grade sheet completed, signed, and turned in to the office and the head coach of the perspective sport.

# Support Services

## Section 1 Special Education Services

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Students Who May Benefit

A student verified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be

achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Director of Special Services. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related supports are made available to students with disabilities that impact major life activities under Section 504 of the Rehabilitation Act of 1973. Connecting with the student's assigned school counselor is the beginning step for formal consideration of a 504 plan.

Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive specialized education services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 School Counselor Services**

Seward Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice (see "Guidelines for Head Lice" below), or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing their health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All prescription medications also require a physician's authorization to be given at school. Prescription medications that are to be given for a period longer than two weeks need to have a written prescription from the prescribing doctor on file in the nurse's office (e.g. inhalers, ADHD meds given at school, etc).

#### School Health Screening

Among the health services and vision screening (distance) provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in tenth grade, and to new students and those who have had previous hearing losses. Dental screenings are completed each year in tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in tenth grade. Students entering the SCIP process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

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

See the chart below for the most recent school immunization rules and regulations provided by the Nebraska Department of Health and Human Services.

**Summary of the School Immunization Rules and Regulations**

| Student Age Group  | Required Vaccines   |
|--|---|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider                    | 4 doses of DTaP, DTP, or DT vaccine<br>3 doses of Polio vaccine<br>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age<br>3 doses of pediatric Hepatitis B vaccine<br>1 dose of MMR or MMRV given on or after 12 months of age<br>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.<br>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age  |
| Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday<br>3 doses of Polio vaccine<br>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age<br>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month<br>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7 <sup>th</sup> grade  | Must be current with the above vaccinations<br>AND receive<br>1 dose of Tdap (contain Pertussis booster)  |
| Students transferring from outside the state at any grade  | Must be immunized appropriately according to the grade entered.   |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.  
 The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/ces\\_1173.aspx](http://dhhs.ne.gov/Pages/ces_1173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
 Updated 01/26/2018

**Physical and Visual Examination**

Evidence of a physical examination and a visual evaluation is required in the case of transfer from out of state, to any other grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

**Immunizations**

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it 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 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.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Section 5     Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

**General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

#### **Special Conduct Rules for Riding School Buses:**

##### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

##### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.

2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Section 6 Admission Requirements/Exempt Students (Board Policy 5003)**

Students shall be admitted to the school district who are:

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

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

### Part-Time Enrollment of Students

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

### Application for Enrollment

The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet admission requirements and file an application for enrollment on forms provided by the school district by June 1 of the year of enrollment. For second semester high school courses, the application must be filed by November 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the

application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

#### Capacity

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

#### Placement of Students

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

#### Grades and Academic Honors

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

#### Applicability of School Rules

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

#### Extracurricular Sports and Activities

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

#### Transportation

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

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

The parents or legal guardians shall furnish:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a physical examination by a physician, physician assistant, or nurse

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

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

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

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

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

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the school board of this district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the school board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits place on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

## **Section 7 Positive Behavior Intervention & Supports (PBIS)**

In order to ensure a safe learning environment for all students, the school staff is committed to the following:

- Using a positive, preventative and educational approach to student behavior.
- Having a plan with clear direction for staff
- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan

- Having students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBIS) model. PBIS is a program designed to build a more positive school-wide atmosphere. The ultimate goal is to teach students to be self-managers, who encourage and challenge each other to higher behavioral and academic standards. This is accomplished through the use of clear expectations which are explicitly taught, regularly acknowledged and fairly corrected. Students are “set up” for success in school.

## **Section 8 Multi Tiered Student Support Services (MTSS)**

### **New Model will be developed during the 2024-2025 School Year**

#### **MTSS Team**

The staff of Seward High School recognizes that students can have experiences that may affect their academic and social life. The primary goal of the MTSS Team is preventative in nature designed to help students before their experiences become overwhelming. Experiences may include:

|                             |                   |
|-----------------------------|-------------------|
| Depression                  | Dropping Out      |
| Students Not Living at Home | Abuse             |
| Divorce                     | Time Management   |
| Eating Disorders            | Suicide           |
| Self Esteem                 | Test Anxiety      |
| Death                       | Under Achievement |
| Single Parent Families      | Failing Grades    |
| Absenteeism/Tardiness       |                   |

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member (which will include cooks, custodian staff, secretaries, library aides, coaches, teachers, or administrators). Completed forms can be returned to any staff member or the MTSS team leader. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The MTSS team will then meet to formulate an appropriate plan of action.

Once a problem has been identified and the extent of the problem is known, the student will be encouraged to accept the needed help. Team members will help students consider possible options and encourage them to make decisions that will resolve their problem in a positive way. At some level parents may be involved in the process.

The next step involves providing help for the student. The assistance recommended will vary with the type and severity of the problem. Finally, student assistance programs will provide support for students as they make adjustments in their lifestyles and seek to make appropriate life decisions. In cases of extreme physical, mental, or family circumstances, the MTSS team may elect to allow students to have a schedule that deviates from the listed requirements.

## **Section 9 Credit Recovery Program**

### **Philosophy:**

All students at the Credit Recovery Program (CRP) will be provided an opportunity and will be encouraged to grow socially and academically in a positive and challenging environment.

**Introduction:**

The CRP is an alternative education program provided by the School District of Seward located within Seward High School. The major emphasis of the program is to provide a self-paced educational setting where individual students can earn a diploma while working through a more individualized program of study. Students are expected to attend school and to display appropriate behaviors at all times. Students are expected to follow all rules and policies of conduct stated in the School District of Seward Student-Parent Handbook.

**Student Eligibility/Application Process:**

Students in grade 9 through 12 (preference is given to 11th and 12th grade) are eligible for the program and must be referred by a building administrator (9th and 10th graders will need to show extenuating circumstances to be admitted). For special education students being referred to the program, an individual education plan (IEP) team will meet to consider the reasons for referral, and will make the decision if the referral is appropriate. Some students may be referred to CRP as a mandatory change of placement due to behavior offenses in the regular classroom or excessive absences or being deficient of their credits.

**Application Procedure:**

Students must complete an application with their parents or guardians. Completing the application process is the first step between the student and school to work together to have a successful educational experience. Application is made by contacting the appropriate school counselor. Mandatory reassigned students to the CRP do not need to complete the application.

**Selection Criteria:**

Determining factors in the selection process are:

A. Students:

1. Attendance – Students must be able to commit to attending daily. Poor attendance/tardiness will result in students being dismissed from the program.
2. Ability to meet graduation requirements – Students must be able to achieve graduation as established by the Board of Education. Students that are not trying in the CRP will be removed from the program.
3. Ability to work independently – In order to accomplish the goals of our program, students need to demonstrate the ability to work independently. This includes being able to set daily, weekly, and long term goals by using the EDGENUITY online curriculum and being able to achieve these goals.

B. Parents and students are motivated and committed to student success.

C. Parents and students are willing to communicate with the school about individual needs of the family.

D. Parents support both the student and the school by:

1. Providing a quiet study environment nightly in the home
2. Attending parent/teacher conferences
3. Communicating with CRP staff
4. Reviewing this handbook with the student

**Acceptance:**

Acceptance is based on the willingness of the student and parent/guardian to adhere strictly to the regulations established regarding building rules, student behavior, and especially classroom expectations. SHS school administrators evaluate all applications and will make all final decisions in acceptance and removal of all students into the program.

**Daily Schedules:**

Students will be placed into four required courses needed for graduation. Students need to make daily gains in each of their enrolled classes. Daily gains must include completing at least three full lessons in each of their four classes. Outside of school time, the program can be worked on at home up to the tests. Tests must be monitored in the school setting.

All phones must be turned in daily to the phone pocket in the classroom and may only be used during scheduled breaks. Failure to comply will result in a revocation of the incentive program and may result in expulsion from the Credit Recovery Program.

#### **Cell Phones are not allowed in the Credit Recovery Room**

- 1st Offense: Phone brought to the office and the parent must come to school to claim. One ½ hour detention assigned.
- 2nd Offense: Phone brought to the office and student must serve one hour detention. Parent must come to the office to claim.
- 3rd Offense: Phone brought to the office and student serves one day of in-school or out-of-school suspension. Parent must come to school to claim.
- \*4th Offense- The student will be removed from the Credit Recovery Program.

Students may apply for the work program which allows students to leave school at 11:17 am in order to get to work during the day. Seventy-five hours of verified work will count for 5 credit hours. Work hours will need to be verified with the CRP coordinator via a pay stub when 75 hours of work is reached. School academic needs are the priority over work time.

Credit Recovery will begin at 9:00 am. Freshman and Sophomore students in the Credit Recovery Program must be at school at 8:15 am to enroll in an elective course. The Credit Recovery Class will end at 3:37 unless they are enrolled in the incentive program, which is only for juniors and seniors.

#### **Incentive Program for Juniors and Seniors:**

Students may leave school early, but by 2:00 pm, if they meet their specific daily requirements in ALL enrolled classes. The Credit Recovery instructor will set the specific requirements and be in good standing for the day with the office. All fees must also be paid to participate in the program.

Students may work at home on school work. Unit tests and final tests must be completed at school.

If a senior is down to two classes for graduation, they can leave when their requirements are met for the day but no earlier than 1:30.

If a senior is down to one class, the student must complete 10 lessons daily before leaving early. This would be equivalent to the above form requirement.

Lessons are equal to

- One Lesson according to Edgenuity
- 1 Cumulative Test
- 1 Unit Test
- 1 Quiz

Passing a pre-test counts as half a lesson.

#### **Graduation:**

If a student acquires more than 30 credits from the Credit Recovery School or finishes high school in the Credit Recovery Program, they will not be allowed to participate in Graduation, Prom, Homecoming, or any other school-sponsored event.

**Exceptions:**

Freshmen and Sophomore students will NOT be eligible for the incentive program.

Students who miss a school day during the week may not leave school early the next day. For example, if a student misses school on Monday for any reason other than a school event, they cannot leave early on Tuesday.

If a student is in the work experience program, they are not eligible. They already have a shortened day.

The earliest a student may leave is 2:00 pm. Students must stay in school the entire day on any abbreviated schedule.

If a student is tardy to school, they must serve their detention for the time they were late, starting at 2:00.

**School Activities:**

- A. In order for a student in the CRP to be eligible for sports or other school activities they must be enrolled in at least one in-person class and three online classes per term. Students must stay on pace with the curriculum pacing guide to be eligible for their sport or activity.

# Drugs, Alcohol, Tobacco, and Electronic Nicotine Delivery Systems or Products

## Section 1 Drug-Free Schools

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

### Education and Prevention

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

### Drug and Alcohol Use and Prevention

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

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

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

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

### Drug and Alcohol Counseling, Rehabilitation and Reentry Programs

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

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

*Standards of Student Conduct Pertaining to the Unlawful Possession, Use or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities*

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

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

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

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

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

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

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

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

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

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

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

#### Authorized Use

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

#### Disciplinary Sanctions

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

#### Intervention

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

#### Administration

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

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

The handbook receipt shall also serve to demonstrate that you as parent or guardian of a student attending Seward Public Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on the handbook receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

# Students Rights, Conduct, Rules and Regulations

## Section 1 Student Conduct-Discipline Policies/Procedures

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

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

### Short-Term Suspension

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

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

The following process applies to short-term suspension:

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

### Long-Term Suspension

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the

conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

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

#### Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property or setting or attempting to set a fire;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student or adult for the purpose of or with the intent of obtaining money or anything of value from such student;

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor or smell of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency or sexual conduct;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. Those rules include:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
  - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks 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;
  - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - l. Using any object to simulate possession of a weapon; and
  - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

17. Firearms

- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
- b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
  - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student’s teacher, building administrator and parent.
  - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Reporting Student Law Violations:

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

- f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

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

*Due Process Procedure:*

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

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the themselves, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence.
  - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

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

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

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools their written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in their discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.
12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered

as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. **Final Decision of Board of Education.** The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Section 2      Disciplinary Point System – 100 Point Maximum per School Year**

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Inform students and parents of rules and policies
3. Record discipline violations in a systematic way

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment. The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

State law gives the administration and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including, but not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school before or after regular hours to do additional work, requirements that a student receive certain counseling and restriction of extracurricular activities. In some disciplinary cases an audio recorder will be used. If a student is referred to the administration by reason of violating established rules and standards, one or more of the following forms of disciplinary action might be taken:

### **DETENTION**

The administration/teaching staff as a corrective measure for infractions of school policy and behavioral problems assigns detention time. Students serving detention are expected to:

1. Check In phone to the Administrative Assistant on duty.
2. Report to the office/classroom immediately after school.
3. Bring adequate schoolwork and supplies to keep busy for the entire period.
4. Report to the office/room every afternoon at 3:40 p.m. until the detention time is made up.

Failure to report for detention will result in additional detention time being assigned. Continued refusal to complete the detention will result in a parent conference and suspension. Teachers may take a student to their classroom for individual help and study. Conflicts with transportation or jobs will be taken into consideration if the student indicates there is a problem prior to the detention time being served. This will not excuse detention time.

#### IN-SCHOOL SUSPENSION

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school until 4:00 p.m. In-school suspension generally lasts from one to three days.

#### SHORT TERM SUSPENSION

Up to and including five (5) school days. Schoolwork will be due upon return for full credit after a first offense. Make arrangements to pick up work before leaving. (See Section 1)

#### LONG TERM SUSPENSION

More than five school days, but less than twenty school days. (See Section 1)

#### MANDATORY REASSIGNMENT

Assignment to another educational setting.

#### EXPULSION

Exclusion from attendance in all schools, grounds, and activities. (See Section 1)

## **Section 3 Disciplinary Point System Chart**

### **PROGRESSIVE DISCIPLINE LEVELS**

**Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.**

- A. Detention**
- B. Detentions**
- C. 1-5 Days In-School Suspension**
- D. 5-10 Days In-School Suspension**
- E. 1-5 Days Out-of-School Suspension**
- F. 5-10 Days Out-of-School Suspension**
- G. 10-19 Days Out-of-School Suspension**
- H. Recommend Expulsion**
- I. Police will be notified**

**Note: Parents will be notified at levels C through I. In-School Suspension may be substituted for Out-of-School Suspension**

| Offense  | Category | Points | 1 | 2 | 3 | 4 | 5 |
|--|----------|--------|---|---|---|---|---|
| Public Display of Affection                            | I        | 0      | A | B | B | C | E |
| Dress Code Violation                                   | I        | 0      | A | B | B | C | E |
| Other  | I        | 0      | A | B | B | C | E |
| Sleeping in Class                                      | II       | 8      | A | B | B | C | E |
| Disruption of class/school/assembly                    | II       | 8      | A | B | B | C | E |
| Parking Illegally                                      | II       | 8      | A | B | B | C | E |
| Inappropriate Behavior/Gestures                        | II       | 8      | A | B | B | C | E |
| Profanity/Vulgarity                                    | II       | 8      | A | B | B | C | E |
| Failure to attend detention                            | II       | 8      | A | B | B | C | E |
| Cell Phone/Headphones/Electronic Device (Confiscation) | II       | 8      | A | B | C | E | E |
| Repeated violations of Category I                      | II       | 8      | A | B | B | C | E |
| Other  | II       | 8      | A | B | B | C | E |
| Skipping/Cutting Class/Leaving without Permission      | III      | 10     | B | B | C | C | E |
| Disorderly Conduct                                     | III      | 10     | B | B | C | C | F |
| Failure to identify self to school officials           | III      | 10     | B | B | C | C | F |
| Inappropriate Dress                                    | III      | 10     | B | B | C | C | F |
| Indecent Material                                      | III      | 10     | B | B | C | C | F |
| Jeopardizing the safety of oneself or others           | III      | 10     | B | B | C | C | F |
| Leaving school grounds/building without permission     | III      | 10     | B | B | C | C | F |
| Lying  | III      | 10     | B | B | C | C | F |

| Offense   | Category | Points | 1   | 2   | 3   | 4   | 5   |
|---|----------|--------|-----|-----|-----|-----|-----|
| Misuse of school Material and Equipment   | III      | 10     | B   | B   | C   | C   | F   |
| Not following request of school official  | III      | 10     | B   | B   | C   | E   | F   |
| Trespassing   | III      | 10     | B   | B   | C   | C   | F   |
| Skipping Assigned Detention   | III      | 10     | B   | B   | C   | C   | F   |
| Other   | III      | 10     | B   | C   | E   | E   | F   |
| Cheating/Plagiarism   | IV       | 14     | C   | C   | E   | F   | F   |
| Careless Driving/Speeding   | IV       | 14     | C   | C   | E   | F   | F   |
| False Call/Forgery of Notes   | IV       | 14     | C   | C   | E   | F   | F   |
| Vandalism   | IV       | 14     | C   | C   | E   | F   | F   |
| Theft 1   | IV       | 14     | C   | C   | E   | F   | F   |
| Disrespect to Faculty Members   | IV       | 14     | C   | E   | E   | F   | F   |
| Other IV  | IV       | 14     | C   | E   | E   | F   | F   |
| Gross Misbehavior   | V        | 21     | E   | E   | E   | G   | G   |
| Indecent Behavior   | V        | 21     | F   | G   | G   | H   |     |
| Harassment/Intimidation/Bullying  | V        | 21     | E   | E   | E   | G   | G   |
| Vandalism 2   | V        | 21     | E/I | E/I | E/I | G/I | G/I |
| Theft 2   | V        | 21     | E/I | E/I | E/I | G/I | G/I |
| Insubordination   | V        | 21     | E   | E   | E   | G   | G   |
| Fighting  | V        | 21     | E   | E   | E   | G   | G   |
| Other   | V        | 21     | E   | E   | E   | G   | G   |
| Use/Possession of Tobacco Products/electronic nicotine delivery systems or products | V        | 28     | E/I | E/I | F/I | F/I |     |
| Sexting   | VI       | 28     | F/I | G/I | G/I | H/I | H/I |
| Open/Persistent Defiance of Authority   | VI       | 28     | F   | G   | G   | H   |     |

| Offense                                     | Category | Points | 1   | 2   | 3   | 4   | 5 |
|---|----------|--------|-----|-----|-----|-----|---|
| Threatening Behavior                        | VI       | 28     | F   | G   | G   | H   |   |
| Physical Assault                            | VI       | 28     | F/I | G/I | G/I | H/I |   |
| Other                                       | VI       | 28     | G   | H   | H   | I   |   |
| Under the influence of Alcohol/Drugs        | VII      | 50     | G/I | G/I | G/I | G/I |   |
| Possession of Alcohol/Drug Paraphernalia    | VII      | 50     | G/I | G/I | G/I | H/I |   |
| Extortion                                   | VII      | 50     | G/I | G/I |     |     |   |
| False Fire Alarm                            | VII      | 50     | G/I | G/I |     |     |   |
| Possession of Weapon other than Firearm     | VII      | 45     | G/I | G/I |     |     |   |
| Possession or Use of Firecrackers           | VII      | 45     | G/I | G/I |     |     |   |
| Terroristic Threats                         | VII      | 45     | G/I | G/I |     |     |   |
| Other                                       | VII      | 45     | G/I | G/I |     |     |   |
| Selling, Giving or Exchanging alcohol/drugs | VII      | 100    | H/I |     |     |     |   |
| Arson                                       | VIII     | 100    | H/I |     |     |     |   |
| Bomb Threat                                 | VIII     | 100    | H/I |     |     |     |   |
| Physical Assault (School Employee)          | VIII     | 100    | H/I |     |     |     |   |
| Possession and/use of Explosives            | VIII     | 100    | H/I |     |     |     |   |
| Use of any instrument as a weapon           | VIII     | 100    | H/I |     |     |     |   |
| Possession of Firearm                       | VIII     | 100    | H/I |     |     |     |   |
| Other                                       | VIII     | 100    | H/I |     |     |     |   |

#### Section 4 Additional Student Conduct Rules

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Students at Seward High School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing or jewelry that is gang related;
  - b. Clothing that is excessively tight fitting or revealing
  - c. It is inappropriate for students to wear any top that does not cover the back, chest, abdomen or shoulders. Upper body articles should cover the body from the shoulders to the waist. Some examples of prohibited dress include: Bare backs, bare shoulders, midriiffs, tube tops, halter tops. Clothing must have straps that are at least 2" wide and are over the shoulders. No see through or soiled clothing is allowed. Visible undergarments are prohibited. Both girls and boys will be allowed to wear shorts as long as they are an appropriate length. Undergarments and private parts (front side and back side) should not be visible when wearing any top or bottom garment. Shorts with pockets exposed below the hem are not appropriate school attire.
  - d. Clothing or jewelry that advertises, promotes or makes reference to beer, alcohol, tobacco, electronic nicotine delivery systems or products, or illegal drugs;
  - e. Clothing or jewelry that could be used as a weapon or that would encourage "horseplay" or not needed in the school building (such as but not limited to: chains, trucker wallets, rings, spiked apparel, pliers/tools);
  - f. The wearing of hats, caps, hoods, sunglasses, and bandanas etc. during the school hours is prohibited. **(Students are to remove headwear when entering the building and hats should be placed in school lockers for the duration of the school day and worn after the student leaves the building.)**
  - g. Clothing, tattoos or jewelry that displays indecent writing, pictures, slogans, nudity, makes sexual references or carries double meanings and/or creates a distraction at school;
  - h. Excessive makeup that causes an unnecessary distraction;
  - i. Health laws require that shoes be worn at all times while at school;
  - j. No blankets in the classrooms.
  - k. **No backpacks or bags in the classroom. All bags need to be placed in an assigned locker. This includes the 5th period.**
  - l. **Prom and Homecoming – Dress code will allow for strapless dresses and minimal exposed abdomens. Prom is a formal dance and Homecoming is business casual.**

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

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

2. **Bullying and harassment are prohibited.** Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, emailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.
  - a. A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be subject to discipline including, but not limited to, long-term suspension and expulsion.
  - b. 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.
  - c. The extent of the disciplinary consequences will depend on the frequency, duration, severity, and effect of the bullying behavior.

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

**Hazing:** Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

3. **Computer Use/Student Expectations in the Use of the Internet**

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

**Acceptable Use**

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

### **Unacceptable Use**

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without approval.
- Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- 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.
- Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- 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.
- 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.
- 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.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not forge electronic mail messages, web pages, digital communications, or web-based communications, including but not limited to facebook, and twitter, etc.
- Students shall not use technology to intimidate, harass or threaten others (Cyberbullying).

### **Methods of Enforcement**

- 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.
- 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.
- 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.
- 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.
- Consequences for Violation of this Policy
- 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:*

- Loss of computer privileges;
  - Short-term suspension;
  - Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - Other discipline as school administration and the school board deem appropriate.
  - Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.
4. Students are not given hallway passes, restroom passes or telephone passes to leave a classroom unless special circumstances arise. Students are not given passes the first ten minutes and the last ten minutes of class.
  5. Students in the hallway during class time must have a pass with them.
  6. Food, candy and drinks are allowed in the classroom (at teachers' discretion) and hallways. Sack lunches are the only "outside" food allowed to be consumed during lunch. No "fast food" is allowed to be delivered unless approved in advance by administration. Containers, such as water or juice bottles, that have been previously opened and brought into the building are subject to search.
  7. Students are expected to bring all books and necessary materials to class.
  8. Assignments for all classes are due as assigned by the teacher.
  9. At the end of each period, the teacher dismisses the students. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
  10. Special classes such as industrial technology, agriculture, art, physical education, computers and other lab based classes will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  11. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) earbuds – unless teachers give special permission in their classroom and it does not cause a distraction to the learning,, b) laser pointers, c) pliers/tools, etc.
  12. Students are to have only one earbud or headphone at any time--even with permission--due to safety concerns.
  13. Students are to keep the hallways clear so others may pass.
  14. Snow handling is prohibited.
  15. Students are not allowed to record others without administration approval and consent of others being recorded.
  16. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.
  17. Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.
  18. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

19. While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.
20. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

## Section 5 Electronic Device Policy

Digital devices have proven to be a distraction for students in classes throughout the world. Our goal at Seward High School is to ensure the best educational experience for our students, and we believe that limiting cell phone use fits with the research of creating a positive learning environment for all Seward High School students. The goal is to teach students they can be away from their phones for periods of time, which is why the district is allowing students to check their phones during passing periods and their lunch. All Phones must be kept in student lockers (please lock your lockers) with the exceptions of these two occasions. If you need to contact your child please reach out to the office and they will deliver your message.

- \*Cell phones, earbuds, headphones and other electronic communication devices may be used before school, after school, and only during school hours during passing periods and at lunch. (Due to safety, all students are required to have one ear open and free of earbuds/headphones during these approved time periods to be able to hear alarms and instructions) Students cannot be tardy to class due to checking their devices. Cell phones/headphones and other electronic communication devices may not be used or worn during any class period. The use of these devices during class periods will be subject to the following consequences:
  - 1st Offense -The student turns the digital device over to the teacher, goes into the phone caddy, and is turned off.
  - 2nd Offense -The teacher takes a digital device from the student and brings it to the office. The student can get their device at the end of the school day. The parents will be notified of the offense.
  - 3rd Offense -The teacher will collect the device and send it to the office. A parent will be notified, and the parent will have to come to the office and collect the device. The student will serve a 30-minute detention.
  - 4th Offense-The teacher collects the device and sends it to the office. A Parent will have to pick up the phone, and the student will serve one day in ISS without any devices. Any additional offenses will result in the student not being allowed to have their phone in the school building for the remainder of the school year.

\*Medical exemptions will be allowed. Eg., glucose monitoring system. However, notifications to all non-medical apps must be turned off.

\*Students who refuse to turn over their phones to a staff member or administrator will be assigned Out of School Suspension and not allowed to bring their phone into the building for the remainder of the school year.

# 1 to 1 Chromebook Initiative Policies and Procedures

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

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

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the SHS Parent/Student Information Record Sheet. Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies.
- Chromebooks are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebook is property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

## **Receiving Your Chromebook**

Chromebooks will be distributed during our new Student Orientation. At least 1 parent and student must attend an annual session for orientation and information. Before receiving a Chromebook, students and parents must sign and return the SHS Parent/Student Permission Information Record Sheet.

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

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

### **Using Your Chromebook At School**

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school and all classes each day, unless specifically told not to do so by a teacher or administrator. If students forget to bring a Chromebook to school, they may check out a loaner for the day from the school's media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations will result in disciplinary action.

Chromebooks must be brought to school each day fully charged. Chromebooks have battery life of up to 10 (ten) hours, so charging should not be needed throughout the school day. Charge stations will be available in the library in the mornings and during lunch for those who forget to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger. All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

### **Chromebook Repairs**

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

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

**Chromebook - lost/stolen/destroyed - \$320**  
**Screen Replacement - \$150**  
**Broken top/bottom case - \$65**  
**AC Adapter - \$40**  
**Keyboard (broken keys) - \$65**  
**Case - \$25**

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

### **Screensavers and Background**

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.

- The Chromebook is the property of Seward Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

### **Sound**

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

### **Managing Your Files and Saving Your Work**

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

### **Security**

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

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

### **Inspection**

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

### **Chromebook Identification and Protection**

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

### **Acceptable Use Guidelines**

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

## **Integrity and Civility**

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

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

## **Email**

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

## **Technology Left in Unlocked Areas**

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

## **Chromebooks in the Classroom**

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

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

## **Chromebook Responsibilities**

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

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

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

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

Seward Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Seward Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

# Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

## Section 1 Extra-Curricular programs

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

## Section 2 Activity Philosophy

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

### Safety

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

### Warning for Participants and Parents

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

### **Section 3 Activity Fees**

#### Activity Pass Fees

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. Exceptions include the musical, tournaments, and any Central Conference or NSAA District/State tournaments hosted by Seward Public School. The cost of the pass to activity participants is \$20.

- a. Those students who participate in spring activities only are still required to purchase the full year pass. Students are encouraged to purchase their activity pass in the fall so they can get a full school year of use.

#### Activity Participation Fee

Students will be charged a participation fee of \$20 if they are involved in one or more NSAA sponsored activities) during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities.

### **Section 4 Activity Code of Conduct**

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

#### Grounds for Extracurricular Discipline

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

#### Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School

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

#### Activities are a Privilege

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

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the

time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia. Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in "possession" of the items as well. Because of the complexity of this issue, "possession" will be determined on a case-by-case basis.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance, electronic nicotine delivery systems or products, or inhalants.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Seward Public Schools buses.

18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. The NFHS Sports Medicine Advisory Committee strongly opposes the use of dietary supplements for the purpose of obtaining a competitive advantage (November 21, 2014). Seward Public Schools discourages the use of these supplements, rather SPS encourages a balanced diet to obtain the necessary nutrition to compete at the highest level. It is ultimately the parents' decision to allow their son/daughter to use dietary supplements but the school district will not allow students to possess or consume them at school. Supplements will be prohibited on SPS grounds.
26. Any violation of any other school rule, requirement, coach/sponsor rule, or lawful directive of any sponsor, coach, administrator, or other district staff member.

Drug (including tobacco and electronic nicotine delivery systems or products) and Alcohol Violations

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

**1. First Violation**

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days and a minimum of two activities. The first day of the suspension will be the day of the conference between the student and administration. Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for the first violation. A *self-report* is admission of wrongdoing before the administration learns of the infraction. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period.

**2. Second Violation (Students may select Option A or B)**

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

-- OR --

Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period. The first day of the suspension will be the day of the conference between the student and administration. If students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency or school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. Failure to participate and successfully complete the approved chemical dependency program or online program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

### **3. Subsequent Violations**

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

### Hazing

The School District of Seward believes that all individuals should be treated with respect and dignity. Students should be able to participate in school-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the Activity Code of Conduct, as well as all other applicable school policies.

### Nebraska Code 28-311.06 defining Hazing:

(1) For purposes of this section and section 28-311.07: (a) Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and (2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

### Anabolic Steroids

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions: (Nebraska State Statute)

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

#### Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Seward Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell their side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent/guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A

record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

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

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

### Maintain passing grades in all classes

Any student failing class(es) when grades are checked is ineligible to participate in extracurricular activities. Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom.) Activity practice is permitted after attendance at after school study but the student-athlete may not participate in games and contests. Eligibility is checked every week, usually on Monday, beginning the start of the third week of each term. If a student is ineligible, they may become eligible to participate by taking a grade sheet to all of their teachers to verify passing grades in all classes and return it to the office.

Students must pass a minimum of 10 credit hours the prior quarter and 20 credit hours the prior semester to be eligible for any/all extracurricular activities.

Eligibility requirements shall not apply to:

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

### After School Study Program

Students that are failing a course will not be able to participate in competition or practices. In lieu of practice, students will attend the after-school study hall from 3:45-4:45 (Mon-Thur) in the school library and then report to practice to watch the remainder of practice to bring the student up to speed on what they missed during practice. As soon as the student is passing they must get the grade sheet completed, signed, and turned into the office. Office staff will contact the coach/sponsor and inform them of the student eligibility status.

### Attendance and Academics

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

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

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

## **Section 6 Team Selection, Playing Time, Conflicts, and Transportation**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity.

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

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. At the freshmen level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition ex. varsity versus non-varsity; importance of competition ex. state versus districts versus conference versus regular season; the type of event ex. academic versus athletic; student's role on the team; coach or sponsor's input; student's input.
5. Students are expected to ride school transportation to and from all school-sponsored activities. Missing the bus renders the student ineligible for the activity unless arrangements are made with the administration prior to bus departure. Students wanting to ride home with parents should make arrangements ahead of time. Students may not drive themselves to activities unless pre-approved by the Administration.
6. Alternate transportation forms must be signed at least 24 hours in advance of the event. This option is to be used for unavoidable and uncontrollable conflicts. For example, a student is involved in two activities that are occurring on the same day with overlapping times may necessitate a parent driving the student from one event to the other.

### General Lettering Criteria and Post-Season Awards

Lettering in a school activity is for those participants who have met stated levels of performance. These general considerations govern lettering in Seward activities:

1. The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
2. Participants injured and who must drop out of a school activity, may be given special consideration.
3. Sponsors who believe there are special conditions or unusual situations (other than alcohol, tobacco or drug and/or criminal activity suspensions) for a participant s/he may letter that participant.

4. Students who participate in an activity for four years, may letter in that activity.
5. Students must participate in 25% of the varsity contests, innings, quarters... or score in a Cross Country meet or major Track and Field meet. Coaches may use discretion for seniors who have met all criteria with the exception of the participation requirement.
6. A student manager may receive a varsity letter at the discretion of the sponsor.
7. A sponsor may revoke a letter for disciplinary reasons.
8. A violation of team training rules prohibits an athlete from lettering.

## **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Following a contest is not an appropriate time or place for this conversation. Please abide by the standard 24 hour rule, do not make contact with the coach until 24 hours after the game/contest.

### Lines of Communication

Students are encouraged to visit with their coach/sponsor if they have questions about playing time or role on the team. If the student does not have their questions answered, the parent may contact the coach. The head coach is the next level for communication. If an issue is still not resolved, the parent may request a meeting with the Activity Director. The chain of command will continue to the building principal followed by the superintendent.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities Communicating with your children

1. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
3. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
5. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you winning or losing, then they are on their way to maximum enjoyment.
6. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, they will likely become disenchanted.
7. Don't compare the skill, courage, or attitude of your child with other members of the team.
8. Get to know the coach(es). Then you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the coach

1. Communication you should expect from your child's coach includes:
  - a. Philosophy of the coach
  - b. Expectations the coach has for your child
  - c. Locations and times of all practices and contests
  - d. Team requirements
  - e. Procedure should your child be injured
  - f. Discipline that results in the denial of your child's participation
2. Communication coaches expect from parents
  - a. Concerns expressed directly to the coach
  - b. Notification of any schedule conflicts well in advance
  - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
  - a. The treatment of your child, mentally, and physically
  - b. Ways to help your child improve
  - c. Concerns about your child's behavior
  - d. Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance from trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
4. Issues not appropriate to discuss with coaches:
  - a. Playing time
  - b. Team strategy
  - c. Play calling
  - d. Other student-athletes
5. Appropriate procedures for discussing concerns with the coaches:
  - a. Call to set up an appointment with the coach
  - b. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
6. What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - a. Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - b. At this meeting, an appropriate next step can be determined, if necessary.

### **Section 8 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.

3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

#### NOTICE OF NON-DISCRIMINATION

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

#### **Section 9 Nebraska School Activities Association Concussion Guidelines/ Recommendations**

Concussion has been reported to account for approximately 4-5% of all injuries in high school sports. Football is the most common sport for concussion. Although most concussions are short lived, experience has shown that if a second injury occurs during the recovery phase of the initial injury, a phenomenon known as the “second-impact syndrome” can occur. This second injury can occur from a very minor blow which under normal circumstances might not cause injury at all. Although uncommon, the second-impact syndrome is often fatal and if an individual survives they are rarely neurologically normal. This abnormal mental state usually remains for life. The second-impact syndrome has only been described in athletes younger than 20 years old (except in boxers). These recommendations are offered with the goal of reducing the potential for serious neurologic/ brain injury in Nebraska high school athletes.

Concussion/ mild traumatic brain injury (mTBI) can be defined as a brief and usually short lived neurological impairment, which occurs after a direct or indirect blow to the head or body. The impairment is often immediate, and symptoms typically resolve spontaneously. Acute clinical symptoms represent a functional disturbance rather than a structural injury to the brain. The clinical symptoms that occur may or may not include loss of consciousness. Typical signs and symptoms of concussion include confusion, headache, and amnesia. More subtle problems may include difficulties with concentration and attention, behavioral changes, and ataxia (inability to coordinate the muscles in voluntary movement).

**When a player shows ANY sign or symptom of a concussion:**

1. Perform an on-field mental status evaluation.
2. The player should not be allowed to return to play in the current game or practice.
3. The player should not be left alone; and regular monitoring for deterioration is essential over the initial few hours following injury.
4. The player should be medically evaluated (by an appropriate health care provider) following the injury.
5. Return to play should follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

### **Return to Play Protocol**

The majority of injuries will be simple concussions and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and result in a delayed recovery. This concept of "cognitive rest" appears to be of significant importance in student athletes.

*The return to play following a concussion follows a stepwise process:*

1. No activity, complete rest. Once asymptomatic, proceed to step 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g., running) or progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours.

In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be more circumspect. It is recommended that complex cases be managed by physicians with a specific expertise in the management of such injuries.

An additional consideration in return to play is that concussed athletes should not only be symptom free but also should not be taking any pharmacological agents/ medications that may affect or modify the symptoms of concussion.

Neuropsychological testing is being used more frequently as a clinical assessment tool and provides objective measurement of cognitive function. Cognitive function may be impaired despite resolution of symptoms. Ideally, neuropsychological testing would be compared with pre-injury baseline testing.

Injuries where outside treatment/care is sought will require a medical clearance to return to competition.

REFERENCES:

Guskiewicz KM, et. al.: National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. J Athl Train. 2004;39(3):280-297

Hering SA, et.al.: Selected issues for the adolescent athlete and the team physician: a consensus statement. Med Sci Sports Exerc. 2008;1997-2012

Hering SA, et. al.: Concussion (mild traumatic brain injury) and the team physician: a consensus statement. Med Sci Sports Exerc. 2006;395-399

McCrary P, et.al.: Summary and agreement statement of the 2nd international conference on Concussion in sport, Prauge 2004. Clin J Sport Med. 2005;15(2):48-55

## **NSAA/SEWARD HIGH SCHOOL ACTIVITY PARTICIPATION FORMS**

### **(See Appendix)**

1. Seward Public Schools Adult Code of Conduct
2. Seward High School STUDENT & PARENT CONSENT FORM For InterScholastic Participation
  - a. STUDENT & PARENT CONSENT SIGNATURE FORM – MUST BE RETURNED PRIOR TO PRACTICE
3. NSAA Student & Parent Consent Form
4. NSAA Guide for Students “Guarding your Eligibility”
5. PRE-PARTICIPATION PHYSICAL FORMS
  - a. PRE-PARTICIPATION PHYSICAL EVALUATION (HISTORY FORM) – STAYS WITH PHYSICIAN
  - b. PRE-PARTICIPATION PHYSICAL EVALUATION (EXAM FORM) – STAYS WITH PHYSICIAN
  - c. PRE-PARTICIPATION PHYSICAL EVALUATION (CLEARANCE FORM – MUST BE RETURNED TO SHS BEFORE STUDENT WILL BE ALLOWED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES)

## **Section 10 Varsity Sports Seasons**

All interscholastic sports are divided into three seasons--fall, winter, and spring. The divisions of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual shall participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school. Cross Country/Road Races are specific examples. (Dates subject to changes)

| <b>FALL</b>     | <b>FIRST DAY OF PRACTICE</b> | <b>CLOSE OF SEASON</b> |
|-----------------|------------------------------|------------------------|
| Cross-Country   | August 12                    | State Meet Oct. 25     |
| Football        | August 12                    | State Finals Nov. 25   |
| Girls Golf      | August 12                    | State Meet Oct. 14-15  |
| Volleyball      | August 12                    | State Meet Nov. 6-9    |
| Softball        | August 12                    | State Meet Oct. 16-18  |
| Unified Bowling | October 21                   | State Meet Dec 9       |

| <b>WINTER</b>    | <b>FIRST DAY OF PRACTICE</b> | <b>CLOSE OF SEASON</b>    |
|------------------|------------------------------|---------------------------|
| Girls Basketball | November 18                  | State Tourney March 6-8   |
| Boys Basketball  | November 18                  | State Tourney March 13-15 |
| Boys Wrestling   | November 18                  | State Meet Feb 20-22      |
| Girls Wrestling  | November 18                  | State Meet Feb 20-22      |

|         |             |            |           |
|---------|-------------|------------|-----------|
| Bowling | November 18 | State Meet | Feb 10-11 |
|---------|-------------|------------|-----------|

| <b>SPRING</b> | <b>FIRST DAY OF PRACTICE</b> | <b>CLOSE OF SEASON</b> |                  |
|---------------|------------------------------|------------------------|------------------|
| Boys Golf     | March 3                      | State Meet             | May 27-28        |
| Track         | March 3                      | State Meet             | May 21-22        |
| Soccer        | March 3                      | State Meet             | May 12-17, 19-20 |
| Baseball      | March 3                      | State Meet             | May 12-17, 19-20 |

### **Section 11 Activity Participant Fees**

1. All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student without charge to most regular season home activities during the school year. Exceptions include tournaments, the musical, and any Central Conference or NSAA District/State tournaments hosted by Seward High School. The cost of the pass to activity participants is \$20. The Activity Pass must be purchased prior to the student's participation in activities.
2. Students will be charged a participation fee of \$20 if they are involved in one or more NSAA sponsored activities during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities

### **Section 12 School Dance Policy**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

#### **General Rules of Student Conduct at Dances**

In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend:
  - a. Dances are intended for Seward High School students. Outside dates must be signed up in the office and approved by the administration prior to the dance.
  - b. No dates 20 years or older will be approved. No middle school students are allowed to attend high school dances.
  - c. All students who come to the dance are to stay inside. If students leave, they will not be readmitted.
  - d. Some school dances may be restricted to students attending specified grades levels at Seward High School.
  - e. Students who have been suspended from school or from extracurricular activities may not attend.
  - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

- h. The administration reserves the right to exclude students due to behavior during school hours and lack of attendance at school.
  - i. Fines and Fees must be paid in the High School Office.
  - j. Community service hours must be completed for seniors to attend Prom.
2. Prohibited Substances:
- a. Alcoholic beverages, illegal drugs, and tobacco/vapor products are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
  - b. Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance.
  - c. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate Attire:
- a. Students and their guests should meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate.
  - b. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.
  - c. It is advisable to check in advance of the dance with the Principal if you are uncertain about your attire.
4. Prom attire is expected to be formal:
- a. Attire should not cause a disruption to the event.
  - b. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal if you are uncertain about your attire.
5. Dance Etiquette
- a. No touching when dancing back to front. (No Grinding)
  - b. No actions deemed inappropriate or unsafe, such as mosh pits and crowd surfing.
  - c. All music will be school appropriate.
  - d. Failure to comply may result in removal from the dance.

# State and Federal Programs

## Section 1 Notice of Nondiscrimination

The Seward Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

## Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: Superintendent, 410 South Street, Seward, Nebraska 68434, telephone number (402) 643-2941.

## Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Seward Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination of Students.

**Purpose:** Seward Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Seward Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

**Sexual harassment may exist when:** Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

**Complaint and Grievance Procedures:** Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to their satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Seward Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good

faith a violation of this policy.

## **Section 4 Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

## **Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

## **Section 6 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise

them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Seward Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that they do not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education

records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit: The District designates the Seward Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

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

## **Section 8 Notice Concerning Staff Qualifications**

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

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

## **Section 9 Student Privacy Protection Policy**

It is the policy of Seward Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

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

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

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

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

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

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

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

## **Section 10 Parental Involvement Policies**

- A. General - Parental/Community Involvement in Schools:

Seward Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:** The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

*Expectations for Parental Involvement:* It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement:

Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement:

As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire 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. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their

child's class, and observation of classroom activities.

Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility:

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy:

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

## **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as

homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child,

or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## Section 12 Breakfast and Lunch Programs

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

- Food Service Prices: Lunch: HS **\$3.15** Breakfast **\$2.10**

Seward Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Seward Public Schools provides the United States Department of Agriculture required nondiscrimination statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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.

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.

3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - a. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

### **Section 13 Asbestos Management Plan**

Federal law requires districts to have an asbestos management plan for all of its buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings which contain or may contain asbestos. The asbestos plan for the high school can be found at the Seward Maintenance Office located at [2401 Karol Kay Blvd. Seward, NE 68434](#)

### **Section 14 Title IX**

The School District of Seward Board of Education has adopted policy 3057 which can be found at <https://www.sewardpublicschools.org/pages/policy/3057.pdf> regarding Title IX, the prohibition against discrimination on the basis of sex, and grievance procedures for complaints. This policy is attached to this letter.

Pursuant to this policy, the district does not discriminate on the basis of sex in any education programs, which extends to admission and employment. Inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the assistant Secretary for Civil Rights of the United States Department of Education, or both. The Title IX coordinator for Seward Public School is Dr. Matt Dominy. Dr. Dominy can be contacted at 402-643-2941 or [matt.dominy@sewardschools.org](mailto:matt.dominy@sewardschools.org).

The assistant Secretary for Civil Rights of the United States Department of Education may be contacted at: U.S. Department of Education, Office for Civil Rights, Washington, D.C. 20202-1100.

# Appendix

Acknowledgement of Parent-Student Handbook  
Seward Public Schools Adult Code of Conduct  
Seward High School Activities Consent Form  
Nebraska School Activity Association ("NSAA") Student and Parent Consent Form  
NSAA Guidelines for Student Activities  
Physical Forms

## 2024-2025 Parent-Student Permission Information Record Sheet

Please check all appropriate responses, sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

### **STUDENT-PARENT HANDBOOK RESPONSE SHEET**

- Yes, I hereby acknowledge that the current Student Handbook is available on line on the [www.sewardpublicschools.org](http://www.sewardpublicschools.org) district website. Hard copies of the student handbook are available only by request from the front office. I have reviewed the handbook with my student (s), including the behavior guidelines, student conduct, attendance rules, discipline rules, expulsion procedures, extracurricular activities and information about Safe and Drug Free Schools. The undersigned, as student, agrees to follow such conduct and rules. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the internet.

### **EXCURSION PERMISSION**

- Yes, I hereby give permission for my child to accompany his/her teacher on excursions to another SPS site or on trips limited to a class lesson/period. All other trips will require a specific permission slip.
- No, I do not give permission for my child to accompany his/her teacher on excursions to another SPS site or on trips limited to a class lesson/period. All other trips will require a specific permission slip.

### **PICTURE – NEWS RELEASE**

- Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Seward Public Schools.
- No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

### **HEALTH CONDITIONS**

- I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

### **ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

#### **STUDENT**

- Yes, I have read and I understand the School District's Acceptable Use, Chromebook Policies/Procedures and Internet Safety Policy. I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

#### **PARENT(S)/GUARDIAN(S)**

- Yes, I have read and I understand the School District's Acceptable Use, Chromebook Policies/Procedures and Internet Safety Policy. I accept full responsibility for my child's use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District's schools. I understand that my child's failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Seward Public Schools Adult Code of Conduct

Athletic programs play an important role in promoting the physical, social, and emotional development of our children. It is essential for parents/guardians to encourage athletes to embrace the values of good sportsmanship. In order to do this, adults involved or attending athletic events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

- I therefore pledge to be responsible for my words and actions while attending a Seward Public School event and will conform my behavior to the following Code of Conduct.
- I/we will encourage good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, meet, practice or other event.
- I/we will place the emotional and physical well-being of my athlete ahead of my personal desire to win.
- I/we will support coaches and officials working with my athlete(s), in order to encourage a positive and enjoyable experience for all.
- I/we will demand a sports environment free from drugs, tobacco, and alcohol and will refrain from use at all athletic activities.
- I/we remember that the activity is for the athletes--not the ADULTS.
- I/we will do my/our best to make the activity fun for the athletes.
- I/we will ask my athlete to treat other players, cheerleaders, coaches, fans, parents and officials with respect regardless of race, creed, sex or ability.
- I/we agree not to deliberately incite or participate in "unsportsmanship like" conduct at any athletic event.
- I/we agree not to use abusive or profane language at any time at any athletic event.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by word of mouth or gestures.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by the use of social media (e.g., Facebook, Snapchat, Twitter, etc.).
- I/we agree to accept decisions of the game officials, judges, as being fair and called to the best of their ability.
- I/we agree to follow the proper chain of command when having a complaint or voicing my opinion regarding a concern within the Seward athletic program. The chain is:
  - A. Coach
  - B. Head Coach/Cheer Director
  - C. Activities Director
  - D. Request a meeting with the Administration.
- I/we agree to take responsibility for any actions that violate this code of conduct by a guest or relative attending a Seward activity event.
- I/we understand that any act of disrespect from a parent/fan directed towards game officials/judges, players or coaches, fans from either team or creating a disturbance either in the stands or on the playing field may result in an ejection from the contest and suspension for a longer period of time from Seward activities.
- I/we understand by signing this we have read this Code of Conduct and understand what it means to be a good role model for Seward athletes.

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

## Seward High School Student And Parent Consent Form For Interscholastic Participation

I, \_\_\_\_\_ (Student's Name) request to participate in Seward High School interscholastic activities in the 2024-2025 school year. In making this request, Student states: This application to participate in interscholastic activities for the Seward High School is entirely voluntary on my part. I have read the eligibility rules and regulations of the Nebraska School Activities Association and the rules and regulations of Seward High School. I am not in violation of such rules. (I am)(We are) the Student's parent or guardian ("Parent") and hereby give consent for the Student to participate in Seward High School interscholastic activities in the 2024-2025 school year.

Parent and Student hereby give the following statements, agreements and consents:

**WARNING OF RISK:** I realize that participation involves the potential for injury which is inherent in all interscholastic activities. Even with the protective equipment, safety rules and instruction and direction of coaches and sponsors that are provided, injuries are still a possibility. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death. *I acknowledge that I have read and understand this warning.*

**MEDICAL:** Parent is responsible for any professional medical and/or related services; the school shall not be liable for payment of such services. Parent and Student give permission to any and all of the Student's health care providers to release and discuss all records and information such health care providers may have about Student (including otherwise confidential medical information and records) to Seward High School and its employees, staff, agents, and consultants. Parent and Student further give permission to Seward High School, its employees, staff, agents, and consultants, to release and discuss all records and information it has (including otherwise confidential medical information or records) to Student's health care providers and to others as Seward High School may determine appropriate for the purposes of determining activity eligibility, fitness or injury status, or to respond to an emergency.

**INSURANCE:** I acknowledge that insurance coverage is recommended for all participants. The expense of insurance coverage is Parent's responsibility. Information regarding insurance is available in the Athletic Director's office.

**INJURY REPORTING:** Parent and Student agree to report to coaches and trainers any injury whatsoever suffered by Student before, during or after the season, practice or games, whether such injury occurred as a part of participation in the extra-curricular activity, or outside of such activity.

**ELIGIBILITY RULES:** The major rules and regulations governing Student's eligibility to participate in interscholastic activities have been disclosed to Student and Parent. I have read the Nebraska School Activities Association rules of eligibility for participation in interscholastic activities, including the parent domicile, student transfer and scholastic rules. I understand that activity participants must be enrolled in at least 20 hours per week, be regular in attendance, and have on school records a minimum of 20 hours credit for the immediate preceding semester. Seward High School includes additional eligibility requirements as set forth in the Student-Parent Handbook. **TRANSPORTATION:** I understand the activity may be conducted at a location other than Seward High School. In some instances Seward High School will not provide transportation to the activity. In such cases transportation to the site is the responsibility of Parent and Student. I understand that Seward High School is not responsible when students are provided transportation by a private vehicle driven by others.

**GOOD SPORTSMANSHIP:** I understand good sportsmanship is essential to the success of the activity program. A failure to follow the principles of good sportsmanship or other inappropriate behavior may result in removal from the contest and may result in suspension from attending future contests or activities.

**RELEASE OF INFORMATION:** I consent to academic information including grade point average, class rank and any academic awards/recognition received by Student to be released. Most typically this information will be used for the purpose of recognizing excellence in both athletics and academics and released for publication in newspapers, school publications and for awards banquets or assemblies, all-conference or all-state awards.

**UNIFORM/EQUIPMENT RETURN:** I agree to return all uniforms and equipment issued to me promptly on request and upon the ending of my participation in good condition; subject to wear and tear that occurs from normal use. I accept financial responsibility for the return of items assigned to Student and agree to reimburse the school the actual replacement value of the items in the event that they are not returned or are damaged, and for cost of repairs if they can be repaired. I understand that failure to reimburse the school in a timely fashion could affect extracurricular activity eligibility.

**ACTIVITY CODE:** The Seward High School Student-Parent Handbook includes an Activity Code that sets out rules of behavior. Student agrees to comply with the Activity Code. In the event I am uncertain as to whether particular behavior or conduct would violate the Activity Code, I understand that I should ask the Athletic Director for advice before engaging in the behavior or conduct. I agree that participation in extracurricular activities is a privilege that may be denied by suspension or other discipline if Student does not comply with the Activity Code.

I agree that the Activity Code is a set of school rules and are not to be interpreted the same way as a criminal code. As such, I agree that the rules are subject to interpretation by school officials. I also agree that school officials may determine that a violation of the Activity Code has occurred when school officials reasonably determine from whatever information they find credible that the Student engaged in the conduct in question. School officials may determine that a violation of the Activity Code has occurred even though a criminal charge related to the conduct is still pending and even if Student has been found not guilty or the criminal charge has been otherwise dismissed.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Signature of Student)

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

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

## Nebraska School Activities Association ("NSAA") Student and Parent Consent Form

School Year: 20\_\_-20\_\_ Member School: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating;
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Name of Student [Print Name] \_\_\_\_\_  
 Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for \_\_\_\_\_ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

|          |          |           |                 |            |                 |
|----------|----------|-----------|-----------------|------------|-----------------|
| Baseball | Golf     | Tennis    | Play Production | Basketball | Swimming/Diving |
| Track    | Football | Speech    | Cross Country   | Soccer     | Volleyball      |
| Music    | Softball | Wrestling | Debate          | Journalism |                 |

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Parent [Print Name] \_\_\_\_\_  
 Parent Signature



## Guard Your Activities Eligibility



**IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.**

**2.2.1-**Student must be a bonafide student of their member school and have not graduated from any high school.

**2.2.2-**After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

**2.3-**Student is ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)

**2.4.1-**Student must be enrolled in some high school on or before the eleventh school day of the current semester.

**2.5.1-**Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

**2.5.2-**Student must have been enrolled and received twenty hours in school the immediate preceding semester.

**2.6.2.1-Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

**2.6.3-**A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

**Student eligibility related to domicile can be attained in the following manners:**

**2.6.9.1-**If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

**2.6.9.2-**If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

**2.6.9.3-**If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

**2.6.10-**If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

**2.7.7-**Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

**2.7.8-**Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2024-2025 school year prior to May 1, 2025; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2025. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2025, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

**3.5 / 3.1-**Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

**3.5.1-**During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exceptions in Swimming & Diving.)

**3.6-**A student shall not participate on an all-star team while a high school undergraduate.

**3.7-**A student must maintain his/her amateur status.

# PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

\_\_\_\_\_

\_\_\_\_\_

Do you have any allergies?  Yes  No If yes, please identify specific allergy below.

Medicines  Pollens  Food  Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

| GENERAL QUESTIONS  | Yes        | No        | MEDICAL QUESTIONS   | Yes | No |
|--|------------|-----------|---|-----|----|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason?   |            |           | 26. Do you cough, wheeze, or have difficulty breathing during or after exercise?                                    |     |    |
| 2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____  |            |           | 27. Have you ever used an inhaler or taken asthma medicine?   |     |    |
| 3. Have you ever spent the night in the hospital?  |            |           | 28. Is there anyone in your family who has asthma?  |     |    |
| 4. Have you ever had surgery?  |            |           | 29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ? |     |    |
| <b>HEART HEALTH QUESTIONS ABOUT YOU</b>  | <b>Yes</b> | <b>No</b> | 30. Do you have groin pain or a painful bulge or hernia in the groin area?  |     |    |
| 5. Have you ever passed out or nearly passed out DURING or AFTER exercise?   |            |           | 31. Have you had infectious mononucleosis (mono) within the last month?   |     |    |
| 6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?   |            |           | 32. Do you have any rashes, pressure sores, or other skin problems?   |     |    |
| 7. Does your heart ever race or skip beats (irregular beats) during exercise?  |            |           | 33. Have you had a herpes or MRSA skin infection?   |     |    |
| 8. Has a doctor ever told you that you have any heart problems? If so, check all that apply:<br><input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur<br><input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection<br><input type="checkbox"/> Kawasaki disease Other: _____ |            |           | 34. Have you ever had a head injury or concussion?  |     |    |
| 9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)   |            |           | 35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?      |     |    |
| 10. Do you get lightheaded or feel more short of breath than expected during exercise?   |            |           | 36. Do you have a history of seizure disorder?  |     |    |
| 11. Have you ever had an unexplained seizure?  |            |           | 37. Do you have headaches with exercise?  |     |    |
| 12. Do you get more tired or short of breath more quickly than your friends during exercise?   |            |           | 38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?              |     |    |
| <b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>  | <b>Yes</b> | <b>No</b> | 39. Have you ever been unable to move your arms or legs after being hit or falling?                                 |     |    |
| 13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?   |            |           | 40. Have you ever become ill while exercising in the heat?  |     |    |
| 14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?  |            |           | 41. Do you get frequent muscle cramps when exercising?  |     |    |
| 15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?  |            |           | 42. Do you or someone in your family have sickle cell trait or disease?   |     |    |
| 16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?  |            |           | 43. Have you had any problems with your eyes or vision?   |     |    |
| <b>BONE AND JOINT QUESTIONS</b>  | <b>Yes</b> | <b>No</b> | 44. Have you had any eye injuries?  |     |    |
| 17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?   |            |           | 45. Do you wear glasses or contact lenses?  |     |    |
| 18. Have you ever had any broken or fractured bones or dislocated joints?  |            |           | 46. Do you wear protective eyewear, such as goggles or a face shield?   |     |    |
| 19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?   |            |           | 47. Do you worry about your weight?   |     |    |
| 20. Have you ever had a stress fracture?   |            |           | 48. Are you trying to or has anyone recommended that you gain or lose weight?                                       |     |    |
| 21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)   |            |           | 49. Are you on a special diet or do you avoid certain types of foods?   |     |    |
| 22. Do you regularly use a brace, orthotics, or other assistive device?  |            |           | 50. Have you ever had an eating disorder?   |     |    |
| 23. Do you have a bone, muscle, or joint injury that bothers you?  |            |           | 51. Do you have any concerns that you would like to discuss with a doctor?  |     |    |
| 24. Do any of your joints become painful, swollen, feel warm, or look red?   |            |           | <b>FEMALES ONLY</b>   |     |    |
| 25. Do you have any history of juvenile arthritis or connective tissue disease?  |            |           | 52. Have you ever had a menstrual period?   |     |    |
|  |            |           | 53. How old were you when you had your first menstrual period?  |     |    |
|  |            |           | 54. How many periods have you had in the last 12 months?  |     |    |

Explain "yes" answers here

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\_\_\_\_\_

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PREPARTICIPATION PHYSICAL EVALUATION**  
**THE ATHLETE WITH SPECIAL NEEDS:**  
**SUPPLEMENTAL HISTORY FORM**

Date of Exam \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

|  |            |           |
|--|------------|-----------|
| 1. Type of disability  |            |           |
| 2. Date of disability  |            |           |
| 3. Classification (if available)   |            |           |
| 4. Cause of disability (birth, disease, accident/trauma, other)  |            |           |
| 5. List the sports you are interested in playing   |            |           |
|  | <b>Yes</b> | <b>No</b> |
| 6. Do you regularly use a brace, assistive device, or prosthetic?  |            |           |
| 7. Do you use any special brace or assistive device for sports?  |            |           |
| 8. Do you have any rashes, pressure sores, or any other skin problems?                                     |            |           |
| 9. Do you have a hearing loss? Do you use a hearing aid?   |            |           |
| 10. Do you have a visual impairment?   |            |           |
| 11. Do you use any special devices for bowel or bladder function?  |            |           |
| 12. Do you have burning or discomfort when urinating?  |            |           |
| 13. Have you had autonomic dysreflexia?  |            |           |
| 14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness? |            |           |
| 15. Do you have muscle spasticity?   |            |           |
| 16. Do you have frequent seizures that cannot be controlled by medication?                                 |            |           |

Explain "yes" answers here

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Please indicate if you have ever had any of the following.

|   |            |           |
|---|------------|-----------|
|   | <b>Yes</b> | <b>No</b> |
| Atlantoaxial instability                      |            |           |
| X-ray evaluation for atlantoaxial instability |            |           |
| Dislocated joints (more than one)             |            |           |
| Easy bleeding                                 |            |           |
| Enlarged spleen                               |            |           |
| Hepatitis                                     |            |           |
| Osteopenia or osteoporosis                    |            |           |
| Difficulty controlling bowel                  |            |           |
| Difficulty controlling bladder                |            |           |
| Numbness or tingling in arms or hands         |            |           |
| Numbness or tingling in legs or feet          |            |           |
| Weakness in arms or hands                     |            |           |
| Weakness in legs or feet                      |            |           |
| Recent change in coordination                 |            |           |
| Recent change in ability to walk              |            |           |
| Spina bifida                                  |            |           |
| Latex allergy                                 |            |           |

Explain "yes" answers here

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I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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# PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

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Name \_\_\_\_\_ Date of birth \_\_\_\_\_

## PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

| EXAMINATION   |        |   |   |
|---|--------|---|---|
| Height  | Weight | <input type="checkbox"/> Male <input type="checkbox"/> Female |   |
| BP / ( / )  | Pulse  | Vision R 20/  | L 20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N |
| MEDICAL   | NORMAL | ABNORMAL FINDINGS   |   |
| Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span &gt; height, hyperlaxity, myopia, MVP, aortic insufficiency)</li> </ul> |        |   |   |
| Eyes/ears/nose/throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>   |        |   |   |
| Lymph nodes   |        |   |   |
| Heart* <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, supine, +/- Valsalva)</li> <li>Location of point of maximal impulse (PMI)</li> </ul>  |        |   |   |
| Pulses <ul style="list-style-type: none"> <li>Simultaneous femoral and radial pulses</li> </ul>   |        |   |   |
| Lungs   |        |   |   |
| Abdomen   |        |   |   |
| Genitourinary (males only)*   |        |   |   |
| Skin <ul style="list-style-type: none"> <li>HSV, lesions suggestive of MRSA, tinea corporis</li> </ul>  |        |   |   |
| Neurologic*   |        |   |   |
| MUSCULOSKELETAL   |        |   |   |
| Neck  |        |   |   |
| Back  |        |   |   |
| Shoulder/arm  |        |   |   |
| Elbow/forearm   |        |   |   |
| Wrist/hand/fingers  |        |   |   |
| Hip/thigh   |        |   |   |
| Knee  |        |   |   |
| Leg/ankle   |        |   |   |
| Foot/toes   |        |   |   |
| Functional <ul style="list-style-type: none"> <li>Duck-walk, single leg hop</li> </ul>  |        |   |   |

\*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.  
 \*Consider GU exam if in private setting. Having third party present is recommended.  
 \*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports \_\_\_\_\_
- Reason \_\_\_\_\_
- Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature of physician \_\_\_\_\_, MD or DO

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**■ PREPARTICIPATION PHYSICAL EVALUATION  
CLEARANCE FORM**

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Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Cleared for all sports without restriction  
 Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

Not cleared  
 Pending further evaluation  
 For any sports  
 For certain sports \_\_\_\_\_  
Reason \_\_\_\_\_

Recommendations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).**

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Signature of physician \_\_\_\_\_, MD or DO

**EMERGENCY INFORMATION**

Allergies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Seward Middle School

2024-2025

2401 Karol Kay Blvd.  
Seward, NE 68434  
(402) 643-2986

Kirk J. Gottschalk  
Principal

Bradley Schlegel  
Counselor

## NOTICE CONCERNING DIRECTORY INFORMATION

The school district shall disclose the following as routine directory information (policy 5017) pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

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

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

## ACADEMIC EXPECTATIONS/INFORMATION

Seward Middle School provides a program that is designed to serve the needs of the middle school student. Our primary goal is to meet the educational needs of our students while recognizing the unique social and emotional development at this stage of early adolescence. SMS provides a gradual transition from the more sheltered world of elementary school to the broad choices of high school.

### HOMEWORK POLICY

- Teachers are responsible for numerous students during the day. Each child and parent has different needs and expectations. Because of this we encourage parents to assume the initiative in keeping track of their own child's progress.
- Seward Middle School has established a homework policy. The general formula for homework assigned is 10 minutes per grade level a day. Therefore 5<sup>th</sup> grade students should have no more than 50 minutes of homework a day, while 8<sup>th</sup> graders will have no more than 80 minutes. The exception to this rule is projects that are assigned in advance and take longer than one night to complete. Please help your son or daughter complete assignments by providing regular study periods at home and asking to see assignments.
- Homework is started in classrooms and assigned at the end of class. This allows the teacher to monitor and interview students for comprehension and understanding. Students should know how to complete the assigned work before they leave the classroom.
- Homework will have a value. Generally, homework should be about 15% of the student's total grade but grade level teams and individual teachers may adjust that value accordingly. If an assignment is given, it will be given credit.
- Students have been given a daily planner. They are expected to list their assignments in this planner. Parents should ask to see the planner frequently. If your child is failing to complete the planner, speak with a teacher or the counselor.
- If you feel your child is falling behind, ask your child's teachers for progress reports and/or individual plans.
- Student progress may be monitored through PowerSchool-our student information management system. Contact Craig Williams or your child's counselor for more information.

### ACADEMIC DETENTIONS

Academic detentions are designed to help student's complete important missing work that will assist their educational development. Students who fail to complete assignments, fail to hand in papers, have incompletes, hand in late assignments or need special attention will need to stay after school with an assigned teacher. Detention times will run from 3:30 - 4:00 p.m. Staff members will make sure the student has contacted a parent/guardian to make appropriate after school arrangements.

## PROGRESS REPORTS

To communicate performance in your child's classes, progress reports are given each quarter to students who are not meeting expectations or who are encountering some trouble. These reports will be a phone call or an email from one of your child's teachers. Letters home or personal conferences might also be used. Parents are encouraged to contact the teachers any time there is a question or concern regarding student progress.

## REPORT CARDS

Grades will be based on the assessment of student performance in classes, which may include participation, daily work, presentations, projects and tests.

|    |      |   |       |    |    |
|----|------|---|-------|----|----|
| A+ | 100  | A | 94-99 | A- | 93 |
| B+ | 92   | B | 87-91 | B- | 86 |
| C+ | 85   | C | 79-84 | C- | 78 |
| D+ | 77   | D | 71-76 | D- | 70 |
| F  | 0-69 |   |       |    |    |

## RESOURCE PROGRAM (Board Policy 6010)

Special services are available to the handicapped students of this district as provided by State Law LB403. The guidelines for the resource program are available in all administrative offices or directly from Shannon Hall-Schmeckpeper, Director of Special Services (643-4499).

## RETENTION

Students who do not perform to their capabilities may be retained. The following retention rules will be utilized: The issue of retention at Seward Middle School is primarily an issue of accountability. Teachers will inform parents and students of chronic missing/incomplete work and poor quiz or test scores. Parent conferences will be held and the teachers may assign academic detentions. If a student does not improve and fails several classes, he/she may be retained at the current grade level or students may be promoted to the next grade level but could repeat a class or classes the next school year. Regular attendance in school is necessary to be successful and could be a determining factor in retention or repeating a class or classes. Retention of identified students in Special Education program will be determined by the Individual Educational Plan.

## SCHEDULE

Schedules will be sent home with the students the first week of school.

## SCHOOL CLOSING

If there is a late start, school will start 2 hours late and buses will run 2 hours late. School closing or late start information will be announced using our District Alert System.

## STUDENT DATA AND INFORMATION FOR NEBRASKA DEPARTMENT OF EDUCATION

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information from NSCAS, NWEA, AQuest, state aid and special education. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

## TESTING PROGRAM

The counselor is in charge of the testing program at the Middle School. Certain students will be given individual ability tests upon referral for appropriate placement in various school programs. Such tests are only given with prior parent approval.

The following types of tests will be given to students during the school year: NWEA (Northwest Evaluation Association) and the state mandated assessments (5<sup>th</sup>-8<sup>th</sup> grade).

## T.O.P. (Think Only Positive) TIME

A homeroom/advisement program involves students in 6th, 7th and 8th grades. This program provides a home base for students during their Middle School years. Through homeroom advisement, students will be offered instruction that will provide opportunities to acquire skills in managing themselves, interacting with others and in making decisions thoughtfully and intelligently.

## ATTENDANCE POLICIES AND PROCEDURES (Board Policy 5001)

Regular attendance at school is the primary responsibility of students and parents. There is no substitute for regular attendance and many classroom experiences cannot be made up.

### IF YOUR CHILD IS ABSENT FROM SCHOOL:

- You are asked to call the school before 9:00 a.m. on the day of the absence.
- The school may attempt to reach the parent/guardian if a phone call has not been received.
- If a phone call is not possible and/or if the school is not successful in reaching the parent/guardian, a note is needed the day the student returns to school.
- If a note or phone call is not received, the student will be required to make up the school time missed.

**EXCUSED ABSENCES** are those that are family or school initiated:

- Illness, appointments, family emergencies, field trips, etc...

**UNEXCUSED ABSENCES** are those for which:

- There is no prior permission from a parent/guardian, teacher or an administrator to miss school.
- No note from the parent, doctor, etc. is received upon return.
- Credit may not be given for missed work or tests.
- The student may be assigned detention time.

**PREARRANGED ABSENCES** are those that have been prearranged by a parent/guardian at least two days in advance, either by phone or by sending a written note to school with the student. These generally occur due to planned trips and medical or dental appointments.

### **ABSENCES DURING THE DAY**

Students leaving during the school day are required to sign out in the office. Students arriving late are required to sign in at the office. Late arriving students must have a note or the parent/guardian must call the school to inform us of the reason for the late arrival.

### **MAKE UP WORK**

Students who are absent for any reason will be required to make up work missed in each class. Students will be given one day for each day absent. A day's absence does not excuse a student from responsibility for all work missed on the day of their return.

It is the student's responsibility to obtain all make-up work from his or her teachers immediately upon return to school. Failure to obtain make up work is no excuse for not doing work missed. Only by special permission of the principal can make up work extend past the grading period.

Homework Policy for Suspended Students - Students suspended from school will be given an opportunity to make up all missed work and will be given full credit according to the following criteria:

1. It is the student's responsibility to ask the teacher for missed assignments.
2. Students will be given one day for each day suspended from school to return completed assignments and take make up tests.
3. Daily work, if made up, will be considered in the grading process. Tests may be made up with credit after the suspension if completed in the time allowed in statement #2.

To the extent possible, students placed in in-school suspension will work on class assignments while in the in-school suspension room. Any work not completed will be governed by the policy on make up work for suspended students.

### **TRUANCY**

The School District of Seward complies with Nebraska law when dealing with trancies. A copy of School Board Policy and State Statue 79-209 is on file at the District Office.

### **TARDIES**

Students are expected to be on time to all classes. If tardiness becomes a pattern (4 per quarter), students will be subject to lunch and after school detentions or suspensions.

### **CLOSED CAMPUS**

Students may not leave the school grounds during the school day without permission of parents or guardians and the school office. If a student leaves the campus for any reason, the student must sign out in the office. Once students are on school grounds in the morning, they must remain on school grounds. This includes bus students and students being dropped off by parents.

### **SCHOOL ACTIVITIES ATTENDANCE FOR PARTICIPATION OR PRACTICE**

Students must attend school all day in order to take part in practice or a contest with the following exceptions:

1. Arrangements have been made ahead of time with principal's office for a doctor, dental, or orthodontist appointment.
2. Arrangements have been made ahead of time with principal's office in order to attend a funeral.
3. The student has missed school because of a class activity and/or field trip.

### **HALL PASSES**

Students must have a hall pass when they are away from their assigned class area. They are expected to take care of all personal needs during break times and to take all necessary books and supplies to class.

### **STUDENT GUESTS**

Student guests are only allowed with prior notice and permission from the office and the teachers involved with the student and guest.

### **STUDY TRIPS**

While on study trips, students are expected to exhibit a high standard of cooperation and behavior. School rules apply to any activity that is sponsored by the school or district. Permission forms must be completed and signed by a parent/guardian prior to student participation in any off campus event. Study trips are a privilege and not a right. Students will not be allowed to participate if behavior issues impede on the learning value of the trip.

## **ENROLLMENT INFORMATION (Board Policy 5002)**

### **ENROLLMENT OF NEW STUDENTS**

All new enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. **There is a thirty day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardians in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.**

All new enrolling students are also required to have up to date immunization records. Students whose immunizations are not current will not be allowed to enroll.

### **PHYSICALS**

All 7th grade students and students from out of state, must have a physical prior to entering the 7th grade. However, a parent may choose to sign a waiver on the requirement of having a physical. A student participating in sports cannot waive a physical.

### **PARENTAL CUSTODY INFORMATION**

It is the responsibility of the parent with whom a student resides to keep the office informed about parent custody of the child and about any visitation restrictions of the non-custodial parent. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept responsibility once the student leaves school premises. School reports of student progress will be given to both parents when requested.

## STUDENT EXPECTATIONS

Every Seward Middle School student should become a responsible, self-disciplined individual. Our staff has high expectations for every student, both academically and behaviorally. Seward Middle School teaches and expects the Eight Keys of Excellence to be visible and practiced in school. The Eight Keys of Excellence is a set of principles which we incorporate into our students life to develop character in order to provide the framework for a supportive, trusting environment. These principles include:

**Integrity** – Conduct yourself with authenticity, sincerity and wholeness. Your values and behavior are aligned.

**Failure Leads to Success** – Understand that failures simply provide you with the information you need to succeed. There are no failures, only outcomes and feedback. Everything can be useful if you know how to find the gift.

**Speak with Good Purpose** – Speak in a positive sense, and be responsible for honest and direct communication. Avoid gossip and harmful communication.

**This Is It** – Focus your attention on the present moment, and make the most of it. Give each task your best effort.

**Commitment** – Follow through on your promises and obligations; live your vision. Do whatever it takes to get the job done.

**Ownership** – Take responsibility and be accountable for your actions.

**Flexibility** – Be open to change or a new approach when it helps you get the outcome you desire.

**Balance** – Keep your mind, body and spirit in alignment. Spend time developing and maintaining these three areas.

The purpose of the school-wide behavior expectations is to provide a safe, positive and orderly environment conducive to academic, social and character development for our students. To accomplish this goal, Seward Middle School students are expected to:

- Know and follow all school/teacher expectations and rules.
- Show respect for themselves, others and all property.
- Be responsible for their behavior.
- Put forth their best effort.
- Bring all needed materials to class each day.
- Be in the classroom on time and ready to learn.
- Use class time wisely, be on task and listen attentively.
- Use appropriate language.
- Solve conflicts and problems in a constructive manner.
- Refrain from displaying any signs of affection.

The school has established a set of expectations and standards for behavior. It is expected that each student will learn these expectations and abide by them. If a student lacks the ability to follow these standards of conduct, appropriate corrective measures will be taken. A student who exhibits behavior problems is entitled to all the help that can be provided by teachers, counselors, administrators and outside agencies to enable him/her to function productively in the classroom.

Seward Middle School will use many types of consequences for behavior concerns. Some of these include, but are not limited to, the following: conferences, detentions, service to school, restriction of school privileges, in-school suspension, out-of-school suspension and expulsions.

### PROFESSIONAL DISCRETION

This agreement provides academic/disciplinary expectations and guidelines that help to prevent arbitrary decisions. This agreement does not attempt to cover all possible circumstances or appropriate solutions. The Seward Administration reserves the right to apply professional discretion in dealing with students and families concerning academics or disciplinary situations. Extenuating circumstances and the willingness of a student and family to reach an acceptable resolution to a problem will be considered.

### APPEARANCE

Students often think it is very important to wear the latest styles to “fit in,” but school is also a work place. So...Seward Middle School has a dress code. This code has been established to:

- Minimize disruptions to the educational environment.
- Ensure student safety.
- Encourage students to wear clothing that fully allows participation in learning activities.

With that in mind, please remember the following rules:

- Coats and hats are not to be worn in the school building. Bandanas and other headgear (boys and girls) are not to be worn in the building. During cold weather, sweatshirts and sweaters are encouraged.
- Pants should fit securely at the waist (no sagging) and should not drag on the floor. Belts must be of an appropriate length and not hang down.
- Shorts need to be as long as the student’s fingers when the student’s arms are at the student’s side.
- No pajamas or pajama type clothing.
- Shirts and tops should cover the midriff. Halter-tops are not acceptable.
- Spaghetti strap tops are not allowed. Lasagna size strap tops are preferred.
- Clothing items with inappropriate statements or expressions will not be allowed. This includes any clothing item that is disruptive to the learning environment. Examples – any drug or alcohol messages, sexual messages, put-downs or any other items that is contrary to the development of good character.
- Shoes must be worn at all times. Avoid high platform type shoes for safety reasons.
- Backpacks/bags will need to be kept in your locker and not taken from class to class.
- Wallet or watch chains are not permitted.
- Students should keep jewelry to a minimum.
- Writing on hands, arms, face and clothing is not allowed.

**DISCIPLINE** (Board Policy 5035)

Seward Middle School's discipline measures are designed to help students become more responsible learners and community members. It is the responsibility of students, parents and staff to develop a sense of social responsibility that creates a safe community and enriched learning environment.

- Student behavior that threatens the health and safety of students or staff, results in property loss or damage, or disrupts the educational process is not allowed and will result in disciplinary action.
- Seward Middle School has a zero tolerance policy for violence.
- Consequences for misbehavior will be age-appropriate and without bias.
- Disciplinary files are confidential.

Possession of cell phones in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone will be turned off during the school day.
- The cell phone is out of sight during the school day (preferably in a book bag).
- The only time the cell phone can be used is outside of the school day and the student must be outside the school buildings.
- Students are responsible for their own phone at all times, even if it is taken from someone to whom they have loaned it.
- By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

If any of these rules are violated, the cell phone will be taken from the student by a school employee and turned in to the principal's office. A parent must pick the phone up at the school office.

First offense: The cell phone will be confiscated and held in the principal's office. A second offense by the student is insubordination.

Second offense: The cell phone will be confiscated and held in the principal's office. Depending on the circumstances, the principal will determine whether the student receives an in-school or out-of-school suspension for insubordination.

Continued offenses: Additional disciplinary action may be taken to the consequences mentioned above.

Possession of any of the following items in the classroom may result in these being confiscated and held in the office for parents to pick up:

- Portable video games, trading cards, etc...

Possession of any of the following items in the school will result in these being confiscated and held in the office for parents to pick up:

- Skateboards, roller blades, scooters, hover board, etc...

Possession and or use of these items will result in consequences ranging from detention/clean-up duty to suspension:

- Water balloons, paint balls, water gun, etc.

Possession, use of or distribution of these items will result in consequences ranging from detentions to suspension/expulsion:

- Lighters, knives (including pocket knives, or other sharp items), matches, firecrackers, fireworks

Possession, use of or distribution of any of the following items may lead to expulsion:

- Explosives/explosive devices
- Knives, blades, guns of any type
- Hit lists or lists of violent actions
- Please note that any other items used as weapons and/or that appear to be dangerous items (metal pipes, chains, toy weapons, and pencils) can also result in severe consequences.

Students who bring, use, possess, sell, share, or distribute any of the items listed below face detention, suspension and/or possible expulsion:

- Cigarette, E-Cigarette, or other tobacco products as well as vaping products and devices.
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia
- Over the counter medications except for personal use in office with parent approval.

Engaging in any of the following activities will result in consequences ranging from a verbal warning, detention, suspension to expulsion:

- |   |                          |
|---|--------------------------|
| • Arson, burning or igniting any object             | • Misconduct on the bus  |
| • Inappropriate physical contact                    | • Gang activity          |
| • Extortion   | • Vandalism              |
| • Defiance  | • Misuse of technology   |
| • Fighting  | • Verbal abuse           |
| • Intimidation                                      | • Gambling               |
| • Harassment of any type including racial or sexual | • Theft                  |
| • Unauthorized sales of food and other items        | • Inappropriate language |
| • Aggressiveness                                    | • Unsafe action          |
| • Lewdness  | • Threats                |

**BULLYING** (Board Policy 5054)

Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as an ongoing pattern of physical, verbal or electronic abuse. Students are encouraged to report bullying behavior to any adult in the building.

Bullying behavior is usually first given to our Bully Response Team (BRT) which is a group of middle school students under the supervision of a middle school teacher, Jon Marroquin. They assess the situation reported, investigate then intervene using the guidance of Mr. Marroquin. The more serious situations and ongoing behaviors are given to the school counselor or the building principal.

We also promote the Safe2Help program which is a 24 hours a day, 7 days a week hotline where students can anonymously report school safety issues.

**TEACHING EXPECTED BEHAVIORS**

The faculty and staff of Seward Middle School will retrain students in the necessary expected behaviors to be successful. Retraining sessions are called "practice." The goal is to correct the behavior and not punish the student.

Students may be assigned practice sessions by the office or any member of the staff. Practices are for those students with undesirable patterns of attendance, tardiness or conduct as well as other disciplinary problems. Practice sessions will be on the students' valued time (the lunch period, before or after school) and take only the necessary amount of time to correct the behavior.

In the event that a student is suspended out-of-school, the student will report to the principal's office when they return to school to discuss ways in preventing those inappropriate behaviors from reoccurring. Some retraining and practice may take place. In certain situations parents may be required to attend this meeting.

**ATHLETICS/CLUBS GUIDELINES AND EXPECTATIONS**

Listed below is a summary of the eligibility requirements for Seward Middle School.

If a student in grade 7 or 8 reaches age 15 prior to August 1, the student shall be ineligible for interschool competition in grades 7 or 8. The student may participate on a high school team.

All athletes must have a physical sheet signed by their doctor before they can actively participate in athletic practice. All athletes will be given a copy of the middle school athletic training rules. If after reading them you do not understand them, please contact Mr. Miller or your coach.

Students must attend school all day in order to take part in practice or a contest with the following exceptions:

1. Arrangements have been made ahead of time with principal's office to miss for a doctor, dental, or orthodontist appointment.
2. Arrangements have been made ahead of time with principal's office in order to attend a funeral.
3. The student has missed school because of a class activity and/or field trip.

Any student found guilty by school authorities or law enforcement agencies of drinking or possessing any form of alcoholic beverages, using or possessing tobacco or illegal forms of drugs while participating in an athletic program (during an athletic year - start of fall practice through end of school term) shall be subject to suspension under current School Board Policy.

**STUDENT SUPPORT****4R ROOM**

The 4R's in the title represent Rights, Responsibilities, Respect, and Redirection. A student may be referred to the 4R room for academic or behavior reasons. The goal of the 4R room is to create a learning experience from poor choices, as we feel this is essential to learning and an inevitable part of living. It is our philosophy to teach students not to hide mistakes, to make excuses, or blame others.

In the 4R room, students are taught various steps to problem solving. They are responsible for identifying the problem, as well as, possible solutions to solving it. Students examine advantages and disadvantages of each solution and choose one they feel would best solve the problem. Students are expected to follow through with their chosen solution, and finally, create ways of monitoring their success.

**AFTER SCHOOL PROGRAMS/SPORTS**

Students involved in after school programs are expected to abide by school expectations. After school activities are an extension of the school day. Sponsors and coaches will have expectations for each activity and these will be shared with the students and parents. Students are expected to maintain academics during their participation in after school activities. If low grades become a problem, the sponsor, student, parents or the principal will meet to set up expectations and a plan for the student to be successful in both areas.

**SPORTS PARTICIPATION FEES** (Board Policy 5045)

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. The exception would be the musical, conference, district or state tournaments that are hosted by the Seward Public Schools. The cost of this pass to participants is \$20.00.

Students will be charged a \$20.00 flat fee for all activities/athletics. As an example: \$20.00 for the activity pass; \$20.00 for football/volleyball, basketball/wrestling, and track for a total of \$40.00 for the year. If the student also participates in band, choir, or the musical there would not be an additional charge. No student will be denied access to an activity because of the fees, but it is the family's responsibility to contact the teacher, sponsor or office regarding any special circumstances.

**STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions and plan activities for the students. The council tries to promote leadership, cooperation, responsibility, respect, caring, fairness, citizenship and trustworthiness among its members.

## STUDENT PLANNERS

Student Planners are provided to assist students and parents in preparation for classes each day. Please check and/or review these nightly with your student.

## COUNSELING

The Seward Middle School counselor is available to help you with your child's academic, personal and social concerns. The counselor is also available for educational planning, interpretation of test scores, occupational information, career information and study help.

## MEDIA CENTER

The Media Center is an extension of all middle school classrooms. The library/media center closely parallels the curriculum and greatly expands the classroom resources available to students. The M.C. houses several thousand print resources that are supplemented with an extensive video collection, electronic resources, and online databases to which the M.C. subscribes. In the course of the school year, students will often be assigned classroom research projects that are M.C. based. Students are always encouraged to use the M.C. for recreational reading materials.

The special rules regarding circulation of print materials and access to electronic resources will be explained to each grade level during their M.C. orientation early in the school year. Fines are charged for overdue materials at an established rate and must be paid before report cards are issued and/or credit is given.

## FINES AND FEES

Some activities, classes or events may require a fee. No student will be denied access to an activity because of the fees, but it is the family's responsibility to contact the teacher or office regarding any special circumstances.

At the end of each year or when your student leaves Seward Middle School, all books and materials must be returned in good condition, or a fine will be assessed. Fines must be paid before grades or an official transcript will become available.

## FOOD SERVICE/CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch and breakfast is offered at a reasonable price. Those students wishing to participate in the free and reduced lunch/breakfast program must turn in their application to the district office.

**2024-2025** Food Service Prices: • Lunch: **\$3.50** • Breakfast **\$2.25**

Lunch/breakfast guidelines are as follows:

1. Lunch money can be deposited before school in the cafeteria or in the office. If your lunch balance falls below the price of two full priced lunches, parents may be contacted. If the balance is below zero and money is not deposited in the child's account after one day, students will be served an alternative meal. However, students are reminded daily when they come through the lunch line if their balance is below \$5.
2. Students that exhibit unacceptable behavior in the lunchroom such as throwing food, etc. will not be allowed to eat in the cafeteria. These students will be assigned to eat their lunches in an area separate from the other students.
3. A breakfast program is available to all middle school students. The serving time is from 7:40 to 7:55. There is time for bus students to eat breakfast. Students may only purchase a full breakfast. Other types of food are not permissible in the cafeteria during the morning serving time.
4. Food may not leave the cafeteria at any time.

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, officers, 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 the 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 the 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: US Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, 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.

## HEALTH AND MEDICAL INFORMATION

The middle school health program is administered by the school nurse, Michele Cooksey, who is responsible for ensuring the school provides for the individual health needs of all students. School health services are intended to support, not substitute for, health care that should be provided by the parents. Communications between parent and school regarding a student's health is very important and beneficial. Please notify the school nurse or office of any health related problems or concerns of which the school should be aware.

If a student is sick or hurt and can't make it through the day, permission from the teacher must be obtained to go to the nurse's office. The student must have a pass to go to the nurse's office and cannot go during passing periods. A student must consult with the nurse

before he/she leaves to go home because of illness or injury and the nurse has contacted and obtained parent/guardian permission. The student must sign out in the school office.

A sick child should be kept at home to protect other children. If a child has a fever, the child should remain at home for at least twenty-four hours after the fever breaks.

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

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination.

Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

**MEDICATION** - The school nurse is responsible for coordinating student medication. The following regulations apply to all students who must take prescription or non-prescription medications during school hours.

1. Prior to administration of any medication, parents must sign a written consent and have it filed with the school nurse. Consent forms may be obtained in the nurse's office or school office.
2. In case of prescribed medication, given for more than two weeks (long term prescriptions), the parent's consent and a doctor's written orders must be filed with the school nurse.
3. Medication must be sent to the office in the original container and the medication card must be signed. Both over the counter and prescription medications are treated the same way. Pharmacists will provide two labeled containers, one for home and one for school.
4. The school district will not purchase, prescribe or provide any form of internal medicine to a student.
5. No more than one week's supply of a medication should be brought to school.
6. The student may bring the medicine to school. No prescription medication will be sent home at any time with the student. Parents may pick it up at the nurse's office or school office. Medication that has not been picked up at the end of the school year will be destroyed.
7. Notify the school nurse if you need to carry an inhaler due to asthma.
8. Written directions must accompany emergency medications, such as a bee sting kit, from your doctor.

**IMMUNIZATION** - All children must be immunized by the first day they enroll in school except as follows:

1. A statement which is signed by the physician, stating that in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household; or
2. An affidavit signed by the student or, if he/she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or a member, or that immunization conflicts with the personal religious belief of the student. A notary public must sign this affidavit.

**INSURANCE** - The school board affords students the opportunity to participate in-group accident insurance at the start of each school year with Mutual of Omaha. One of the following is a requisite to registration in classes having a potential of personal injury or participation in athletics:

1. Participation in the student accident insurance program.
2. The family maintains a statement signed by parent certifying insurance covering personal injury of the student.
3. A statement signed by the parent acknowledging receipt of information concerning student accident insurance and declining participation.
4. The filing of claims is the responsibility of the students and their parents.
5. Students will be responsible for providing their own band instrument insurance.

**LICE (Pediculosis)** - Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice or nits, the child will be sent home immediately or as soon as safe and proper conveyance can be found. In the event that arrangements cannot be made for the child to go home, the child will be isolated from the other students. Parents will be required to bring the child to the nurse or nurse aide at the time of reentry. The child must be nit-free before readmission will be granted.

#### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them. A lost and found table will be kept in the cafeteria and will periodically be cleaned out with articles being donated to a local charity. Students and parents are encouraged to check this table for lost items.

#### **PHYSICAL EDUCATION**

All students must participate in physical education. In view of this, it is strongly urged that each student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitation and is signed by the family doctor. The statement will be made a part of the student's record. Appropriate athletic shorts, t-shirts and gym shoes are required for students in grades 6-8. Students in 5<sup>th</sup> grade will need to have proper shoes but will not dress out for class. All middle school students (grades 5-8) will need a separate pair of shoes to be used only for PE when classes are held in the gymnasium. They can be inexpensive or even a used pair as long as they are used ONLY for physical education classes in the gymnasium.

#### **YOUTH ASSISTANCE PROGRAM (YAP)**

The Youth Assistance Program (YAP) operates in the Middle School. The purpose of YAP is threefold: 1) to identify students with high-risk behaviors, 2) to connect students and families with sources of assistance, 3) to support students in the school environment. If you have questions, please contact the middle school office or Mr. Schlegel.

## **SCHOOL SECURITY**

The Seward School District uses electronic surveillance equipment to monitor the premises for the purposes of: employee and student safety and security; prevention and detection of crime; and the apprehension and prosecution of offenders.

## **STUDENT LOCKERS**

Lockers are assigned to students. Students are encouraged to leave all valuable items at home. The school is not responsible for missing items. A student may bring a lock from home but must provide the office with the combination or key. Lockers and locks are also provided for PE and athletics. The lockers and locks are school property. Damage to a locker will result in a fine and/or suspension. School officials reserve the right to search lockers.

## **BLUEJAY ALERTS**

To receive important information about Seward Public Schools sent as a text message or voice message directly to cell, home or office phones, wireless PDA or pagers, sign up for Blue Jay Alerts. It's an automated calling system used to contact parents for things such as emergency information, school closings, early dismissals and school event reminders. Please contact Craig Williams, District Technology Coordinator at 643-2988 or [craig.williams@sewardschools.org](mailto:craig.williams@sewardschools.org).

## **TELEPHONE AND PHONE MESSAGES**

- Students will not be excused from class to accept phone calls, but messages concerning family emergencies will be given to students promptly.
- Students will only be allowed to use the phone for emergency situations or if they need to make arrangements to stay after school.
- Cellular phones and other communication devices are not to be used during school hours. Faculty and staff will confiscate these items and the parents will need to pick these up from the office.
- After school arrangements (going to a friend's house) should be made in advance of school hours.

## **TRANSPORTATION AND ARRIVAL AT SCHOOL**

- Students should not arrive at school before 7:45 a.m. unless they are eating breakfast. Students are to wait in assigned areas. Transportation is provided between school and home only via school district established bus routes. If students wish to go to any other destination, they will need to provide their own transportation. Any exceptions to this policy will require advance written parental notice and school approval.
- School expectations and guidelines are to be followed on all buses. A student may be suspended from riding any buses because of inappropriate behavior.
- Scooters, roller blades and skateboards are not to be ridden on school grounds. These items will be confiscated if they are being ridden during school hours. Bikes may be ridden to school and parked in the bike racks. The school is not responsible for these items during the school day.
- **Students walking to and from school are required to use the crosswalks where provided.**
- All students are required to remain on school grounds once they arrive. Students leaving school grounds without permission will be subject to disciplinary action.
- Insist that your child obey traffic signals. Parents who pick up or drop off children before and after school can come to the east or west entrance (preferably the east entrance) and are asked to obey signs for everyone's safety. Buses load and unload children on the west side of the building.

## **HIGH ABILITY LEARNER (HAL) PROGRAM**

Educational enrichment is provided for all students throughout the school year by way of special classroom activities and school-wide events. Additional services are provided for identified students in grades 5-8 and consist of further skill development in the areas of written and oral communication, critical thinking, research, etc. Questions about identification or program offerings should be addressed to the HAL coordinator, Shannon Hall-Schmeckpeper.

## **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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## **GRIEVANCE**

Grievance procedure for students and employees of the School District of Seward is in compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI. It is the policy of the School District of Seward Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act.

Any person who believes he or she has been discriminated against, denied a benefit, or has been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Definition of Terms:

1. Grievant - An individual student, parent or employee.
2. Grievance - The grievant feels that there has been discrimination on the basis of race, national origin, creed, age, marital status, sex or handicap.
3. Days - Shall refer to Monday through Friday, excepting legal holidays.
4. Time Limits.
  - a. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event that is the subject of grievance.
  - b. In circumstances where the grievant does not pursue the next step of the procedure within the time limit specified, unless there is a mutually agreed upon extension of time, the grievance shall be deemed to have been settled and no further action shall be required.
  - c. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

#### Procedures

**Level One:** A grievant shall, within ten (10) days after the occurrence of the event that is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

**Level Two:** In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

**Level Three:** In the event the grievant is not satisfied with the disposition of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the Superintendent of Schools. The Superintendent of Schools will respond in writing to the written grievance within five (5) days thereafter.

**Level Four:** In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Seward Board of Education which will convene a grievance committee for the purpose of examining evidence of discrimination in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance the grievance committee shall determine what action, if any, should be taken to resolve the grievance. A copy of the decision shall be delivered to the grievant.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI may be directed to Scott Axt, Seward High School, Kirk J. Gottschalk, Seward Middle School, or Jessica Dominy, Seward Elementary.

#### **NOTICE OF NON-DISCRIMINATION**

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

#### **Middle School 1 to 1 Chromebook Initiative Policies and Procedures**

Seward Public Schools is proud to offer our 8th grade students Chromebook devices for use at school and home. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grade 8 students, has been designed to enhance delivery and assist with individualized instruction.

**For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.** Students are expected to use computers and the Internet as an educational resource. Please reference Board Policy 5037 for further guidance.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Chromebook Loan Agreement Form, and the Student Handbook Receipt.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebook are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.

- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

## Summary of the School Immunization Rules and Regulations **2024-2025**

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

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

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
**Updated 1/2014**

| School     | Policy  | Consequence  |  |
|------------|---|--|--|
| Aurora     | <p>Alcohol, Tobacco, and Illegal Drugs. The use, possession, sale, or transmittal of alcohol, tobacco, or illegal drugs will not be permitted by participants at any time, either in or out of season. If such violations occur during the season of any activity in which the student is participating, the student will be denied the opportunity of participating in any contest or performance for 30 calendar days. If a violation occurs during a time when the student is not participating in an activity, or during the summer break, the student shall be declared ineligible for 30 calendar days. Reinstatement may come sooner if, at the student's expense, the student agrees to attend and successfully complete a class sponsored by Central Nebraska Health Department or a similar agency and the program must be completed during the suspension period. Students electing to enroll in a substance program may have their suspension reduced to 20 days pending administration approval. The suspension period shall begin with the first day of practice/game in the student's next activity, which shall be defined as that activity in which the student participated during the current or preceding academic year. If the season ends before the expiration of a suspension period, the unexpired suspension time shall be continued into the student's next activity. A second violation during the high school (9-12) years will result in the student being suspended from all activities for 90 school days. Reinstatement may come sooner if at the student's expense, the student agrees to attend an appropriate drug and alcohol intervention approved by the school. If the student is a senior who will not be participating in any further school activities, the suspension period or other appropriate consequence will be determined by the principal and/or activity director. Aurora Huskies: COURAGE, POWER, STRENGTH, PRIDE, TRADITION!</p> |  |  |
| Centennial | <p>Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, vapor products, narcotics, drugs, controlled substances, or inhalants, or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).</p>   | <p>Drug, alcohol, and tobacco violations Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action if the student or parent "self-reports" the incident to the high school principal or activities director within one week of the violation. If the student or parent does not self-report the violation within the one week window, the disciplinary action for each violation listed below doubles in length and the suspension will begin on the date of the student's next extracurricular activity. 1. First Violation – a. Suspension from extra-curricular program for designated activities for four (4) weeks from the date of findings or violation -ORb. Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved 72 chemical dependency program. Proof of successful completion of program must be submitted in writing to school's principal or principal's designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for four (4) weeks from date of finding of violation. The student must not compete or participate in the designated activities for two (2) calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian. 2. Second Violation – a. Suspension from extra-curricular program for designated activities for eight (8) weeks from the date of findings or violation -ORb. Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's principal or principal's designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for eight (8) weeks from date of finding of violation. The student must not compete or participate in the designated activities for four (4) calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian. 3. Subsequent Violations – a. Upon finding of a subsequent violation, the student will be suspended from all designated activities for one calendar year from the date of determination that a subsequent violation has occurred.</p> |  |

| School  | Policy  | Consequence   |  |
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| Milford | <p>Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (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 use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).</p> | <p><b>Discipline.</b> Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Because circumstances surrounding each incident will vary, the administration and coaches have the discretion to administer discipline in a manner consistent with those circumstances. Every situation is unique and discipline will vary for each individual and incident when applying the eleven factors listed below. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions: Any prior or additional misconduct; The nature and seriousness of the offense; The motivation for the offense; The amount of violence involved; The student's demeanor and attitude regarding the violation; The actual, threatened, or potential risk to the student and others due to the student's behavior; Whether the student has compensated or will compensate the victim in the event of property damage or personal injury; Whether the circumstances of the violation are likely to recur; The student's willingness to participate in evaluations, counseling, or other programs; Any mitigating factors; Self reporting of incident; Any other relevant factors. Any prior or additional misconduct; The nature and seriousness of the offense; The motivation for the offense; The amount of violence involved; The student's demeanor and attitude regarding the violation; The actual, threatened, or potential risk to the student and others due to the student's behavior; Whether the student has compensated or will compensate the victim in the event of property damage or personal injury; Whether the circumstances of the violation are likely to recur; The student's willingness to participate in evaluations, counseling, or other programs; Any mitigating factors; Self reporting of incident; Any other relevant factors.</p> <p>If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.</p> <p><b>Evaluation, Counseling, and Treatment.</b> Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.</p> <p><b>Reporting of Incident.</b> Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.</p> <p><b>Discipline Procedures.</b> Prior to any disciplinary action under this activities code, the following procedures shall be followed:<br/>The administration, coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.<br/>The student shall be given notice of the information obtained as a result of the investigation and provided an opportunity to confer with the administrator, coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.<br/>The administration, coach or activity sponsor shall make a decision regarding disciplinary action and shall report to and consult with the principal regarding the decision. Consequences may include, but are not limited to: counseling, suspension (in school/out of school), expulsion, activities suspensions, etc.<br/>The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.</p> |  |

| School  | Policy  | Consequence  |  |
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| Waverly | <p>Specific Rule: During the school year a student shall not, regardless of quantity, use or consume, have in possession, buy, sell, transfer or give away any tobacco product including electronic nicotine (or look alike), controlled substance (or look alike), beverage containing alcohol, or illegal substance. 1. The rule applies to the entire school year and any school sponsored activity which occurs prior to or after that year. 2. It is not a violation for a student to be in possession of and to use a controlled substance specifically prescribed for the student by his or her doctor. 3. Consequences shall be accumulative grades 9 – 12, and will be considered for each student's entire school career if applicable.</p> | <p>After confirmation of the violation, in addition to established state statutes and local school policies, the student shall be suspended from participation and attending all school activities, which includes any school related activities in which the student is not a direct participant of, for a specified number of calendar days starting from the date of confirmation. Students Under Suspension Students who are in In-School Suspension or Out-of-School Suspension will not be permitted to practice or compete until the student is off suspension and back in the regular school setting. Minimum consequences for violations are as follows: (All timelines are determined by calendar days rather than school days.) First Violation: Tobacco product, including electronic nicotine, drug paraphernalia (or look alike), --seven (7) days suspension; Controlled substance (or look alike), or alcohol--fourteen (14) days suspension; illegal substance (or look alike), --twenty-one (21) days suspension. In addition, the student may be required to complete an educational program endorsed by the school prior to reinstatement in school activities. The school may require the student to participate in a professional evaluation. Second Violation: Tobacco product, including electronic nicotine, drug paraphernalia (or look alike), --fourteen (14) days suspension or subsequent violation for tobacco products; Controlled substance (or look alike), or alcohol--twenty-eight (28) days suspension; Illegal substance (or look alike), --forty-two (42) days suspension. In addition, the student will be required to show evidence in writing that he or she has sought and received counseling from a professional individual, i.e., school alcohol/drug counselor, psychiatrist, psychologist. The school may require the student to participate in a professional evaluation. Third Violation or Subsequent Violation: Tobacco product, including electronic nicotine, controlled substance, alcohol, drug paraphernalia, illegal substance, or any look alike, sixty (60) days suspension. In addition, the student will be required to participate in a professional evaluation for chemical dependency. If the student becomes a participant in a chemical dependency program the student may be reinstated in school activities upon completion of the program. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the dependency center prior to reinstatement of the student. *Sponsors are expected to follow these guidelines; however, they may be more restrictive in accordance with announced rules and regulations. Self-Reporting of Violations Students are reminded and encouraged to self-report any violation that is applicable to the Activities Handbook. The benefit to the students is immediate onset of their consequence timeline. As a learned behavior, this is a positive step by the activity participant. Students will be recognized by both their coaches and school administration for their admittance of an infraction and their acceptance of their consequences.</p> |  |

| School | Policy   | Consequence  |  |
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| Crete  | <p>General information: Students will be responsible for adhering to these activities regulations starting from the first fall practice through the last sanctioned school event in the spring. A student who participates in any activity may have a sanction carried over from one season into the next season. These rules and regulations apply only to student athletes or students involved in activities who violate this policy during or outside the school setting. Students participating in extracurricular activities are subject to the consequences outlined in policies 5103 (Extracurricular Activity) and 5306 (Student Drug Testing). The administration may alter or administer different consequences so long as they do not violate Board approved policy.</p> | <p>In the event a student violates any of the rules or regulations which govern all participants, action will be taken which may include suspension from practices or participation in interscholastic competition or other participation in extracurricular activities in accordance with said rules and regulations in a manner which assures the participant certain procedural entitlements. The substantive and procedural entitlements adopted by the Crete Board of Education are enumerated below. If an alleged infraction occurs, the coach or supervisor shall investigate the alleged incident and determine if evidence is sufficient to merit a referral to the Activities Director. Upon receipt of a referral for violation of the Activity Participation Code, the Activities Director shall: Advise the participant orally of the alleged violation of standards and provide explanation of evidence. Provide the participant opportunity to present his/her version of the alleged violation. Further investigate the alleged infraction to determine if a suspension is necessary to help any participant, or to further school purposes, or to prevent interference with school purposes. If, after the above, a determination is made to suspend the participant, the suspension shall take immediate effect and the Activities Director shall send a written notice to the participant and the participant's parent or guardian to inform them of all of the violations and action taken. If a participant, the participant's parents or guardians are not satisfied with the sanction imposed by the Activities Director, an appeal may be requested. The request for an appeal must be requested in writing and delivered to the principal within three school days of receipt of notification of the suspension. The suspension remains in effect throughout the appeal process. Upon conclusion of the appeal, a written statement of findings of facts from the appeal will be compiled and a decision rendered by the principal. The statement of findings of facts and the decision will be mailed to the participant, and parents or guardian. A copy of the findings of the principal shall constitute the official written record of the appeal and shall be maintained in the student's discipline file for the remainder of the academic year and then destroyed.</p> |  |

| School | Policy   | Consequence  |  |
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|        | <p>Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules. Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.</p> <p>Extracurricular activities include but are not limited to: all sports, cheerleading, Dukettes, speech and drama, One-Act, FBLA, FCCLA, FFA, DECA, VICA, Mock Trial, Skills USA, Spanish Club, Art Club, Student Advisory Board, ACES (National Honor Society), Quiz Bowl, Academic Decathlon, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.</p> <p>A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.</p> <p>When: The Code of Conduct rules for athletes apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of each individual fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. For students in non-athletic activities, the time frame begins with the first day of school and ends with graduation or the last day of school. In addition, at any point during the calendar year in which the athlete is under the direct supervision of a school official or designee (camps, summer leagues, field trips, etc.), the Code of Conduct rules will apply.</p> <p>Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion,</p> | <p>1st Offense - Athletes: If the student self-reports the violation, he/she shall be suspended for all school-sponsored activities for a minimum of 10 calendar days and a minimum of 2 athletic contests. If the student fails to report the violation, he/she shall be suspended for a minimum of 15 calendar days and a minimum of 2 athletic contests.</p> <p>For non-athletes in non-athletic activities: If the student self-reports the violation, he/she shall be suspended for all school-sponsored activities for a minimum of 10 calendar days and a minimum of 2 school events. If the student fails to report the violation, he/she shall be suspended for a minimum of 15 calendar days and a minimum of 2 school events.</p> <p>2nd Offense - Athletes: If the student self-reports the violation, he/she shall be suspended for all school-sponsored activities for a minimum of 50 calendar days and a minimum of 4 athletic contests. If the student fails to report the violation, he/she shall be suspended for a minimum of 60 calendar days and a minimum of 4 athletic contests.</p> <p>For non-athletes in non-athletic activities: If the student self-reports the violation, he/she shall be suspended for all school-sponsored activities for a minimum of 50 calendar days and a minimum of 4 school events. If the student fails to report the violation, he/she shall be suspended for a minimum of 60 calendar days and a minimum of 4 school events.</p> <p>3rd Offense - Athletes: Suspension for all school-sponsored activities for a minimum of 90 calendar days and a minimum of 8 athletic contests. For non-athletes in non-athletic activities: Suspension from all school-sponsored activities for a minimum of 90 calendar days and a minimum of 8 school events.</p> |  |

| School | Policy  | Consequence   |   |
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| Wahoo  | <p>5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are 115 being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (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 use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes). 6. Engaging in initiation</p> | <p>Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:</p> <ol style="list-style-type: none"> <li>1. Any prior or additional misconduct;</li> <li>2. The nature and seriousness of the offense;</li> <li>117</li> <li>3. The motivation for the offense;</li> <li>4. The amount of violence involved;</li> <li>5. The student's demeanor and attitude regarding the violation;</li> <li>6. The actual, threatened, or potential risk to the student and others due to the student's behavior;</li> <li>7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;</li> <li>8. Whether the circumstances of the violation are likely to recur;</li> <li>9. The student's willingness to participate in evaluations, counseling, or other programs;</li> <li>10. Any mitigating factors;</li> <li>11. Any other relevant factors.</li> </ol> <p>If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.</p> | <p>Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy</p> |

| School       | Policy   | Consequence   |  |
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| GI Northwest | <p>Participating in a Northwest High School sponsored activity is a privilege, not a right. Any student that chooses to participate in a school sponsored activity is therefore agreeing to additional behavioral expectations that extend beyond the school grounds. In addition to all expectations outlined in the Northwest Student Handbook, students that choose to represent Northwest in any extracurricular activity agree to abide by the following expectations. Following the below expectations are the intervention procedures and consequences for violations of the expectations. I. Northwest Activity Chemical Use Policy</p> <p>Additional behavioral expectations of Northwest activity participants must be adhered to during the NSAA sanctioned activity calendar year, which for the 2023-2024 school year includes the dates on and between August 7, 2023 through May 30, 2024. These additional expectations also apply to any student representing Northwest during the summer break, in certain circumstances.</p> <p>A. Specific Expectations regarding chemical use</p> <ol style="list-style-type: none"> <li>1. The student shall lead a drug free lifestyle. <ol style="list-style-type: none"> <li>a. The student shall not use and/or consume alcohol, tobacco or illegal drugs (including anabolic steroids).</li> <li>b. The student shall not, regardless of quantity, have in possession any alcohol, tobacco or illegal drugs.</li> <li>c. The student shall not knowingly be in the presence of the use of any alcohol, tobacco or illegal drugs being consumed illegally by minors and/or adults.</li> <li>d. The student shall not buy, sell, or give away; alcohol, tobacco products or controlled substances.</li> <li>e. It is not a violation for a student to be in possession of, or use a controlled substance specifically prescribed for the student by his or her doctor.</li> </ol> </li> </ol> <p>B. Procedures for Interventions related to Chemical use</p> <p>In the event that this policy is violated an intervention related to the alleged violation will occur as follows. 1. The student shall be notified as soon as possible of the alleged rule violation.</p> <ol style="list-style-type: none"> <li>2. The student shall meet with the Activities Director. If the student admits to the violation a letter will be sent to the parents explaining the violation and the consequences. If the parent's desire a meeting, one will be arranged. If a student disputes the violation a meeting will be scheduled with the parent's, student, A.D., and the coaches/sponsors.</li> <li>3. During the intervention meeting school officials will summarize evidence related to the incident.</li> <li>4. The student will then have an opportunity to present information and/or evidence related to the incident.</li> <li>5. School officials may at that time, or at a time within 48 hours of the intervention meeting, explain the consequences are to be administered.</li> <li>6. School officials will then establish an enforcement date from which all consequences and expectations are to begin and/or end. These dates may or may not coincide with one another and may be or may not be during the same school or activity season of the infraction.</li> <li>7. Notification of reinstatement of eligibility for the student will be made by the Activities Director before the student can compete or participate in any school activity.</li> </ol> | <p>Consequences for Violations of the Chemical Use Expectations</p> <p>School officials shall use as their guide, but are not limited to, the following guidelines for administering consequences for Chemical Use violations. The following consequences are in addition to ones that may be administered by established state statutes and local school policies</p> <ol style="list-style-type: none"> <li>1. Consequences for First Violation may include: <ol style="list-style-type: none"> <li>a. Northwest High School will require the student to participate in a professional evaluation and follow up with recommendations that are provided by the evaluation professionals at the parents expense. A class prescribed by diversion meets this requirement. This will have to be communicated with and approved by the Athletic Director. A release of information to school officials will be signed when evaluation occurs.</li> <li>b. An alcohol/drug education program endorsed by the school at the parents expense.</li> <li>c. A tobacco education/secession program endorsed by the school at the parents expense.</li> <li>d. A fifteen (15) calendar day suspension from all activities will be enforced from the date established by school officials. All activities may include school dances, attending school events, etc.. Suspension days may or may not be served consecutively. (Example: Seven days may be served at the end of one season and the remainder of the suspension days may be served at the beginning of the next activity season and/or the student's next event.)</li> <li>e. If the student chooses not to comply and/or successfully complete any of the aforementioned consequences that were specifically assigned, a sixty (60) calendar day suspension from all activities will be enforced. The beginning date of such a suspension will begin when such failure to comply is verified by school officials and/or when the athletes' next activity session begins.</li> <li>f. The student(s) involved in a school sponsored activity at the time of the reported violations may be required to participate in, and/or attend all practice sessions during the time of suspension. They may also be required to attend their scheduled activity.</li> </ol> </li> <li>2. Consequences for Second Violation may include: <ol style="list-style-type: none"> <li>a. Same consequences as First Violation except a thirty (30) calendar day suspension from all activities will be enforced from the date established and if the student chooses not to comply and/or successfully complete any of the aforementioned consequences a one hundred twenty (120) calendar day suspension from all activities will be .</li> </ol> </li> <li>3. Consequences for Third Violation may include: <ol style="list-style-type: none"> <li>a. Student will no longer be eligible to participate in any Northwest activity for the remainder of their attendance in the Northwest School District.</li> <li>b. Student may regain eligibility only by successfully completing a one activity year suspension from all activities and by successfully completing any required educational and/or treatment recommendations at the family's expense. An application for eligibility reinstatement will then be completed by the student and then offered for review by a panel consisting of the Activities Director, Principal and involved activity sponsor(s). If rewarded with eligibility, student will remain on probation for the remainder of their attendance within the Northwest School District.</li> </ol> </li> <li>4. Additional consequences may include: <ol style="list-style-type: none"> <li>a. Removal of letter(s).</li> <li>b. Ineligibility for accolades. These may include, but not be limited to; post season honors, preseason recognition, all-star nominations, honor selections.</li> <li>c. Removal of offices and/or positions held within activities.</li> <li>d. Additional consequences specifically designated by activity sponsor, coach and approved by activity director and/or principal.</li> </ol> </li> <li>5. Consequences shall be cumulative for grades 9-12 regardless of attendance center.</li> </ol> |  |

| School | Policy  | Consequence   |  |
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| Norris | <b><u>Prohibited Substance (Drugs, Alcohol, Tobacco, Vaping devices, etc) Violations</u></b>  | <b><u>Consequences</u></b>  |  |
|        | Meaning of Terms.   | Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.   |  |
|        | Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.  | The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.  |  |
|        | Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.   | Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:  |  |
|        | Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:  |   |  |
|        |   | Prohibited Substances Violations.   |  |
|        | (1) A prohibited substance is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the prohibited substance is in the vehicle, even though the student has not touched or consumed the prohibited substance; and  | An activity participant who violates the prohibited substance rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:<br>First Violation: 45 days.  |  |
|        | (2) A prohibited substance is present at a party attended by the student. The student is considered to be in possession if the student is aware that the prohibited substance is at the party and fails to immediately leave the party, even though the student has not touched or consumed the prohibited substance.   | Second or Any Subsequent Offense: Double the number of calendar days of previous activities suspension up to one (1) calendar year.   |  |
|        |   | Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.   |  |
|        | In these situations, a violation would not exist if the prohibited substance is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the prohibited substance. A violation would also not exist if the student did not know or have a reasonable basis to know that prohibited substance would be present, and the student leaves the location where the prohibited substance is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol). | Reduction for Participation in Chemical Dependency Program: If the student and parents elects to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation). |  |

| School | Policy | Consequence   |  |
|--------|--------|---|--|
|        |        | The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.   |  |
|        |        | More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.  |  |
|        |        | Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:  |  |
|        |        |   |  |
|        |        | First Violation: 30 consecutive days.   |  |
|        |        | When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student. |  |
|        |        |   |  |
|        |        | <b><u>Letters and Post-Season Honors</u></b>  |  |
|        |        | A student who commits a Code of Conduct violation is:   |  |
|        |        |   |  |
|        |        | Eligible to letter, provided the student meets the criteria of the coach or sponsor.  |  |
|        |        | Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Activities Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.  |  |
|        |        | <b><u>Self-Reporting</u></b>  |  |
|        |        | A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, activities director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.   |  |

| School | Policy   | Consequence  |  |
|--------|--|--|--|
|        |  | <p>In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.</p>   |  |
|        |  | <p>All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.</p>   |  |
| Seward | <p>Section 4 Activity Code of Conduct This activity code of conduct is supplemental to the Seward High School student code of conduct which is detailed in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy. Grounds for Extracurricular Discipline The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that: Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud. Activities are a Privilege Extra-curricular activities have an important place in the educational program of the Seward Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy. The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the Seward High School Parent-Student Handbook 74 time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.</p> | <p>1. First Violation Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days and a minimum of two activities. The first day of the suspension will be the day of the conference between the student and administration. Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for the first violation. A self-report is admission of wrongdoing before the administration learns of the infraction. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period.</p> |  |
|        | <p>8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia. Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in "possession" of the items as well. Because of the complexity of this issue, "possession" will be determined on a case-by-case basis.</p>   |  |  |
|        | <p>9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance, electronic nicotine delivery systems or products, or inhalants.</p>  | <p>2. Second Violation (Students may select Option A or B) Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference between the student and administration. Seward High School Parent-Student Handbook 76 -- OR --</p>  |  |
|        |  | <p>Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period. The first day of the suspension will be the day of the conference between the student and administration.</p>   |  |

| School | Policy | Consequence  |  |
|--------|--------|--|--|
|        |        | <p>If students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency or school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. Failure to participate and successfully complete the approved chemical dependency program or online program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain information from the Counselor's and/or the Activities Director's office at the High School. 3. Subsequent Violations Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference between the student and the administration.</p> |  |

1. First Violation Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days and a minimum of two activities. The first day of the suspension will be the day of the conference between the student and administration. Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for the first violation. A self-report is admission of wrongdoing before the administration learns of the infraction. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period.

#### Option for discussion-

1. First Violation Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days including Saturdays or Sunday if there is a contest on a Saturday and a minimum of two activities. The first day of the suspension will be the day of the conference between the student and administration. Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for the first violation. A self-report is admission of wrongdoing before the administration learns of the infraction. Student-athletes may practice but not participate in the activity during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period. If the student is not involved in a school activity or club within the season that the incident occurred. A student may choose to participate in a school-approved program for chemical dependency or a school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

2. Second Violation (Students may select Option A or B) Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference between the student and administration. Seward High School Parent-Student Handbook 76 -- OR -- Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period. The first day of the suspension will be the day of the conference between the student and administration. If students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency or school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities.

The student will need to successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. Failure to participate and successfully complete the approved chemical dependency program or online program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

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