

SHELBY-RISING CITY PUBLIC SCHOOL

STUDENT HANDBOOK

2018-2019 Edition

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

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.

There are several forms at the end of this handbook, which you must read, sign and return.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

A handwritten signature in black ink that reads "Chip Kay". The signature is written in a cursive, flowing style.

Chip Kay, Superintendent

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.

Notice of Non-Discrimination

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chip Kay in writing at, 650 N. Walnut, Shelby, NE 68662 or by telephone at (402) 527-5946. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also see the "Discrimination and Harassment" section below.

MISSION STATEMENT

“To provide a quality education through innovation, integrity, accountability, and service”

VISION STATEMENTS

SHELBY-RISING CITY PUBLIC SCHOOLS WILL...

- ...challenge our students through innovation.**
- ...provide facilities that are state of the art that promote a safe, healthy learning environment.**
- ... continually evaluate our curriculum to offer opportunities that meet the unique interest levels and goals of all students.**
- ...build leadership skills throughout the student body, staff, and community.**
- ...provide resources to aide students in becoming technologically proficient.**
- ...ensure our students have the skills to be competitive in their future endeavors.**
- ...be committed to continuous student achievement by providing students with effective instructional practices and support.**
- ...implement common instructional language that provides consistency in student learning and achievement across grade levels and content areas.**

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

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 attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

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

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form attached to this policy. The district will follow the procedures outlined on the required NDE form in considering requests to disenroll.

Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

Excused Absences/Not School Excused Absences

The circumstances for all absences from school will be identified as School Excused or Not School Excused. All absences, except for illness and/or death in the family, require advance approval.

- o **Absent School Excused (ASE)**: The parent must provide the school documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, pre-arranged college visits, court, death of a family member, or suspension.
- o **Absent Excused/Not School Excused (AE)**: Parent acknowledged absences that include but are not limited to undocumented illness, vacations, and other situations where the parent notifies the school that the child will be gone.
- o **Absent Unexcused (AU)**: Any non-reported or not confirmed absences. This could include truancy.

Excessive Absenteeism

When a student receives eight (8) Absent Excused (AE) or Absent Unexcused (AU) or the hourly equivalent in any semester, the Building Principal will follow the procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty (20) Absent Excused (AE) and/or Absent Unexcused (AU) days per year or the hourly equivalent, the Building Principal may file a report with the county attorney of the county in which the student resides.

At the High School level, 10 days of reported absences from a class during any one semester will constitute justification for an incomplete or loss of credit in that class. Additional information is located in the S-RC School Board Policy.

Absences due to illness

Any student who is absent due to illness has two days from the date of their return to school following an absence to make-up work missed. If a secondary student is absent on the day that an assignment is due, the student will be required to turn in the assignment on the first day of his/her return to school. If the student fails to turn in the assignment, the instructor will enter a grade of zero for that assignment. Any student who has make-up work may appeal the amount of time to make up the work to the principal.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Seniors are allowed up to two (2) days for college visitation if the guidance office sets up the visit. Juniors are allowed one (1) day during the second semester. These days will count as a school excused. Additional days must be approved by the principal or designee.

Students are obligated to:

- 1) complete all class work in advance for any absence that can be anticipated;
- 2) check out of school at the office if leaving school during the school day; and
- 3) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) call the appropriate building office prior to 9:00 a.m. to inform the school of the reason for each absence; and
- 2) submit a doctor's statement, for each documented illness.

Absences and Activity Participation

Students must attend school a full-day before attending practice or participating in a scheduled student activity, except in cases of family emergencies or pre-arranged absences approved by the principal. A full-day is defined as being in class within the first fifteen (15) minutes of the school day. Pre-arranged absences are those absences for which the school and teachers are notified a minimum of one day in advance that the student will be absent.

Bicycles and Skateboards

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 must be parked in the bike rack and left there until dismissal time. After school, the bikes are to be taken home. Roller-skates, roller-blades, or shoes with rollers in them are not to be brought to school.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards/Television information Screens

Bulletin boards and Television Information Screens are maintained throughout the building to communicate general information, material, and school announcements.

The following general limitations apply to all posting or publishing:

1. **All postings** must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed the day following the event being promoted to assure full access to the bulletin boards or electronic publishing media.
4. Students are encouraged to use the Television Information Screens to relay organization information.

Bullying

Students are prohibited from engaging in any form of bullying. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. 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.

Cafeteria Rules

1. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the trashcan.
2. Forks and spoons should be placed in the appropriate container, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables or designated area until they are dismissed.
6. Students are expected to eat their lunch at school.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks, in the common areas of the school before and after school, and during lunch so long as they do not create a distraction or a disruption. Cell phones or other electronic devices must be turned off and kept out of sight during the school day.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately.

1st Offense: Office Referral Form Written. Parent notified, device returned to student at the end of the day.

2nd Offense: Office Referral Form Written. Parent notified, device will be returned to the parent, & detention assigned.

3rd Offense: Office Referral Form Written. Parent notified, device will be returned to the parent, meeting with parent will be held to discuss future consequences, & detention assigned.

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.

Child Abuse and Neglect

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; or (5) sexually abused.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious.

As stated in the PBiS Model, all students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules.

Closed Campus

Students may not leave the building without permission from the administration.

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 the Polk County Health Department at 402/747-2211.

Communicating with Parents

PowerSchool is the District's Student Information System. All parents are assigned an access code for the purpose of monitoring student grades, lunch balances, and attendance. Please contact the school if you need assistance in setting up your account!

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. 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.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. A written parental and student permission and agreement form will be signed prior to the student being granted access to electronic media and District technological devices. The use of the District's electronic network and technological devices is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated their agreement and may deny, revoke, or suspend access at any time. The following procedures and guidelines govern the use of computers and the Internet at school. Additional guidelines can be found in board policy.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students must access the Internet through the S-RC network. Students may not bypass the school's filter by using their cell phone to access the Internet.

2. Students shall not access personal accounts during the school day without teacher permission.
3. 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.
 - i. Students shall only use district assigned electronic mail, and shall not use chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
 - ii. 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.
 - iii. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
 - iv. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 - v. 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.
 - vi. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 - vii. 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.
 - viii. 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.
 - ix. 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.
 - x. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 - xi. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

3. Students shall not forge email messages or web pages.

II. **Enforcement**

A. **Methods of Enforcement**

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

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

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

III. **Protection of Students**

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
3. The District shall comply with the Nebraska Student On-line Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the on-line privacy of all students.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on:
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction, which occurs in compliance with this policy.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. 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 in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's superintendent. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of

Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - a. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.
 - 4) A complainant who is not satisfied with the administrator's decision regarding a complaint may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
 - 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. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive

- statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
- d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e. 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 promptly and thoroughly investigate the complaint, and 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, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president 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. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and second semester.

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.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Copy Machines

A copy machine is located in the library for student use. The cost per page is ten cents. Students may not use any other copy machine located in the school building without permission.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

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 may report discrimination or harassment to any

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

Dress Code

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. In addition to the above guidelines the school will not approve the following items and/or method of grooming. This list is not inclusive of all items that may be excluded:

1. Clothing which is soiled, torn or ragged.
2. Bare feet.
3. See-through clothing or clothing that is excessively revealing such as bare back, low cut or mid-riff, tank top with deep armholes, shirt unbuttoned to show sport bra underneath, muscle t-shirts, halter tops, mesh tops, strapless tops, and abbreviated miniskirts or shorts or any other type of clothing that exposes undergarments.
4. Articles which could cause damage to individuals (ie. chains).
5. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco or drugs, logos and trademarks, or carry derogatory or sexual connotations, or shirts with emblems, wording or phrases which are considered to have "double" meanings or other objectionable material.
6. No hats, caps or sunglasses will be worn in the school building school hours.
7. Coats intended to be worn as outerwear may not be worn inside the classroom.
8. No undergarments are to be showing.
9. Clothing identified by police and other law enforcement agencies that are associated with gang's i.e. sagging pants, long baggy coats, specific colors associated with a gang, bandanas.

Students who are not in compliance with the dress guidelines will be sent to the office. In instances of inappropriate dress, students will be asked to change into a school appropriate garment provided by the school or will be sent home to change. Violation of the dress code will result in the following disciplinary action:

1st Offense - Written warning and school-provided change of clothing

2nd Offense - Notification of Parents and a 30 minute detention

3rd Offense - One (1) day In-School Suspension and Parents notified

Driving and Parking

Students who drive to school must obey the following rules:

- Students may not move their vehicles during the school day without the permission of the building principal or designee. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
- Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
- By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
- Students are asked to park in designated areas for student use.

Visitors who are here to pick up or drop off students must comply with the following:

- Ash Street Entrance is one-way from 7:30am – 5:00 pm.
- A drop-off zone has been designated in a lane closest to the South Gym on the south side of the gym. Drivers will not be allowed to leave their vehicles in this drop-off zone. The exception to this is for Pre-school drop-off and pick-up.
- Parents who want to leave their vehicle to walk their student into the building will be required to park in the diagonal parking stalls.
- No parking is permitted in the bus lane.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Eligibility

Following the third week of the each semester, all 7-12 grade students will undergo an "eligibility" check each Monday. Students who have one (1) failing grade two weeks in a row or two (2) failing grades in the same week, will be deemed ineligible to participate in all school-related activities for seven (7) days (Tuesday through Monday). Students who improve at least one (1) percentage point in a class they are currently failing will be considered eligible in that class for that week. The activity sponsor will determine if the ineligible student is allowed to attend practices.

Emergency Contact Information

Parents must provide emergency information for each child enrolled in the district.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Whenever directed, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Food Service Meal Charge Policy

Students are required to keep a positive balance in their food service family account. Students with a zero or negative family balance will not be permitted to purchase a-la-carte items or seconds from the food service. Students with a negative family balance will not be permitted to purchase regular meals once the negative balance has reached \$50. Students on free and reduced meals are still required to pay for additional purchases and are subject to the same guidelines above.

Deposits into family food service accounts can be made in two ways:

- Bring cash or check to the Food Service Director, located in the kitchen/lunch room.
- Online through the school district website following the "Make a Lunch Payment" link or at <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55359>
 - The online process takes up to 48 hours to post a new balance.
 - The online service is managed by a third party vendor and the District has no control over additional fees that may be charged.

Account balances that remain negative for 90 days or more may be referred to third-party services for collection. Lunch balance slips are sent home monthly or you may contact the main office to inquire about your balance.

If you have questions regarding the application process for the free or reduced lunch program or food service policies please contact your child's building Principal.

Notice of Non-discrimination

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

To file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to the U.S. Dept. of Agriculture Director, Office of Civil Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or by fax (202) 690-7442, or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Field trips are an extension of the school day; therefore, a signed permission form authorizing your child to participate is not needed. Parents who do not want their students to participate must notify the school. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

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

Food and Drink

During the normal classroom situation students shall not consume food or beverage during scheduled classes. Food may not be eaten or drink consumed on regular routes on the school bus without permission from the driver. Food and drinks may be consumed on field or activity trips at the sponsor's discretion. Unless approved by the principal, the only place in the school building where food and beverages may be consumed is in the Cafeteria during the school day.

All foods offered on the school campus will meet or exceed the USDA SmartSnacks in School nutrition standards and will meet or exceed state nutrition standards, including:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents

and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.

2. Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

The freshman, sophomore, and senior classes may have only one (1) out-of-school fundraiser per school year. The junior class may have two (2) out-of-school fundraisers per year. Classes & organizations may have fundraisers such as soup suppers, etc. with administrative approval. Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus. Fundraising is not permitted during the school academic day.

Head Lice

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.

Health Problems

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If the request to be excused from these activities is for consecutive days, a doctor's verification is required. Parents should notify principal or school nurse if their student has any special health problems such as diabetes, asthma, and the like.

High Ability Learner Program

It shall be the policy of Shelby - Rising City School District to provide a plan for providing for high ability learners subject to the availability of funding at the local, state, or federal level.

Learner with High Ability – “Learner with high ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires services or activities not ordinarily provided by the school in order to develop those capabilities fully.”

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student’s physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student’s educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

- It is the school’s policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.
- Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.
- If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. Contact the building principal for additional information.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must provide emergency information for each child enrolled in the district.

Shelby-Rising City School District does not provide injury, accident, health, or medical insurance for individual students and will not reimburse or pay for medical expenses or

deductible/co-insurance costs related to injuries sustained at school or a school event held on or off District property. It is the responsibility of the student’s family or guardian to provide insurance to cover the student through the federal health insurance exchange, the Children’s Health Insurance Program (DHHS), or Student Assurance. For additional information on these programs please contact the school office.

Immunizations

All students must furnish one of the following to school officials:

- Proof of adequate immunizations.
- A signed parental statement of refusal to provide the immunization history.

Guidelines for required vaccines are as follows.

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 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st 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 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 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.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment:

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. 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, 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.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause. Students are not to leave items on top of the lockers. Book bags are to remain in lockers during the day.

Lost and Found

All lost and found articles are to be taken to the main office. 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.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska

Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine, which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are not allowed in or on the school grounds. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

National Honor Society

At the beginning of a school year, all Juniors and Seniors with a class average of 93% are eligible to apply to National Honor Society. The NHS sponsor will

provide an application to those who qualify. (Additional information regarding NHS can be found in the back of this handbook.)

Parent Visitation/Other Visitation

Routine visitation by parents is encouraged by the school. Teachers are encouraged to invite parents to discuss problems regarding students. The Principal should be informed of serious difficulties that require parental involvement and should always be involved when parents come to school with a serious school problem. The Principal is to be given prior notice when patrons or parents visit the school, meet with the Principal, visit classes, etc., to allow school officials time to make necessary preparations.

Students may have visitors to school only if permission has been granted in advance by the building Principal. Visits will be limited to one day or less per year unless special permission is granted by the Principal.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Although birthday parties, etc. are an "out of school" activity, it is permissible for a student to distribute invitations at school provided all children in the class receive one. If it is an all girl or all boy party, then all of the girls or all of the boys will be provided with an invitation if they are to be handed out at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Pets

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If children have a special pet that they would enjoy showing to their classmates, they may do so if previous arrangements have been made with their teacher. A parent or guardian must accompany the pet to the classroom for a short visit and take the pet home after the visit.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

The school nurse or designee will provide health checks for detection of defective sight, hearing, and/or dental conditions as specified by the DHHS. Parents will be notified of any condition requiring additional professional attention.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Police/Other Questioning and Apprehension

Police, other law enforcement officers, persons of the court, or DHHS may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal/neglect/other investigation. The school district shall inform parents when such officials seek access to their student prior to the student being questioned unless the investigating may include 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/other questioning of students. Minor students shall only be released into the custody of law enforcement upon presentation of a court order or warrant for the student's arrest, or under conditions for temporary custody of a juvenile without a warrant as provided by state statutes.

Prom and Banquet

As hosts of the prom and banquet, juniors attending the event are expected to remain in attendance until it is over. All juniors and seniors may invite their dates to the banquet. There will be a charge for any date that is not a Shelby - Rising City Junior or Senior. There will be no charge for any Shelby - Rising City Junior or Senior. Admission for students who are not invited to the banquet but wish to attend the dance will be determined by the junior class sponsor. Only Shelby - Rising City High School students and their dates are allowed to participate in the dance. Dates may be no younger than a high school freshman, and no more than two years out of high school. There will be no admission charge for anyone who just wishes to view the grand march and coronation.

All students attending the prom and banquet should enter the building through

the North front door. Any junior or senior is free to leave and then return to the banquet or prom but all students participating in the dance are asked to be in attendance by 8:30 and then they will be required to remain in attendance. Any arrivals after 8:30 will be handled on a case-by case basis by the Principal.

A Breathalyzer test will be conducted by Polk County authorities for all Shelby - Rising City students and their dates who will be attending the Grand March and/or dance. If a student or date tests positive for alcohol, they will not be allowed to attend the dance and will be removed from the premises and dealt with by authorities. The school has the right to check purses, coats, etc. for illegal/disruptive items. All faculty assigned to work with junior or senior students will be invited to the banquet free of charge.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is July/August. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Retention

It is not ordinarily the practice of the Shelby - Rising City Elementary School to retain a student. However, in situations where a student displays extreme immaturity or has extreme difficulty doing the work expected, retention may be an option. Ordinarily retention, if it should be necessary, would be in Kindergarten or first grade, since immaturity or serious learning problems may best be remediated at the early primary level. Retention will be handled, by the Principal, on a case-by-case basis.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court. The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their student's records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Self-Management of Diabetes or Asthma/Anaphylaxis

The school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

Senior Trip

No overnight senior trip for Shelby - Rising City Public School will be permitted. Only graduating seniors, who have completed all necessary requirements as defined by the Principal, will be permitted a one day activity trip within 100 miles of Shelby - Rising City. The trip must have the Principal's approval. Seniors must depart from and return to Shelby - Rising City on the same day. All other costs shall be absorbed through senior class funds or personal funds. The date selected for the activity trip shall be in the final 10 days of senior classes.

Smoking and Tobacco

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the

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

- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
- 5. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.
- 6. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. Students who chose to

apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

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

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district will require a physician's statement confirming the illness and before allowing such students to return to school.

Student Records

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 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 them 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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 should be directed to the following:

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first five school days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

Before students are allowed to withdraw from a class, the parents of the student must provide their permission.

Students as Spectators

It is the parent's responsibility to provide supervision for their children while at school activities. Students who are causing disruptions may be asked to sit with their parents or leave if their parents are not in attendance.

Tardiness

Elementary Students

1. Be in your classroom by 8:10.
2. Students arriving after 8:10 & before 8:55 are tardy. They must report to the office for a pass to class.
3. Students arriving after 8:55 & before 11:40 are considered in attendance for ½ the day.
4. Students arriving after 11:40 or leaving before 11:40 (not returning that day) will be counted as a full day absence.
5. Students leaving after 11:40 without returning will be counted for ½ the day.
6. No absence is counted if students leave after 2:35
7. Two (2) tardies per semester will be allowed with no consequence.
8. For every 3rd (third) tardy in one semester, a half-day Absent Excused (AE) will be recorded.

Middle School and High School Students

1. A tardy is defined as not being in your assigned area when the tardy bell rings. Assigned areas are determined by each teacher.
2. A student reporting to school within the first fifteen (15) minutes of the first period of the school day without a pre-excused absence will be considered tardy. A student that is more than fifteen (15) minutes late for the first period will be considered to be absent or truant for that period. Students must report to the office for a pass to their first period class.
3. For periods two (2) through eight (8), any student who is less than five (5) minutes late to class following the tardy bell will be counted as tardy. A student who is more than five (5) minutes late to class following the tardy bell may be counted as absent or truant. Failure to come to class without an admit slip, when needed, constitutes a tardy or an absence. If an administrator or a teacher keeps a student late, a pass should be written for the student to take to the next teacher.
4. Two (2) tardies per semester will be allowed with no consequences.
5. An office referral with detention time will be assigned on the third tardy

(regardless of class or period), and each tardy thereafter for the rest of the semester.

6. For every 3rd (third) tardy in any one-class period, an Absent Excused (AE) will be recorded.
7. Habitual infractions during the semester to the tardy policy may result in additional consequences assigned by the principal.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses. The Transportation Director will schedule bus routes, and questions concerning them should be directed to that office. For routes with drop off points for multiple students where bus drivers wait for parental pick-up and parental contact has been attempted for students who are not picked in a timely manner, law enforcement may be contacted.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the

- vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
 - 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
 - 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure.
 - 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must follow the PBiS protocol for documenting behavior (Behavior Logs). Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of buses.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events (with the exception of softball), and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor, which has been signed by that student's parent.

Video Surveillance and Photographs

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. The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. 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.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on radio stations KTTT 93.5; KLIR 101.1, KZ100 and television stations KLKN Channel 8 and KOLN Channel 10 and via School Messenger. In addition, Facebook and Twitter will be updated with school closing information. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office; however, the absence will count as a parent excused absence (AE) not as a school excused absence (ASE). If school is closed due to severe weather conditions, all before and after-school activities and practices will be canceled.

Withdrawal From School

Parents need to notify the school office if they are moving from the district.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Class Rank

Student class rank shall be determined by using a numeric percentage derived from all classes graded on a percentage basis.

Grades

Students will receive percentage grades for their academic classes.

The grading system for grades 2 - 12 is as follows:

A	100% - 94%
B	93% - 86%
C	85% - 78%
D	77% - 70%
F	69% - 0%

The grading system for grades K - 1 is as follows:

"E"	= Excellent
"S"	= Satisfactory
"N"	= Needs Improvement
"I"	= Improving

If a student does not complete assignments marked as incomplete, the incomplete assignment will be calculated as a zero (0) in determining the student's grade for that class.

Graduation Awards

The semester grades, by numerical percentage of each student for all scholastic courses shall be averaged to determine the valedictorian and salutatorian. The student(s) with the highest average at the end of the first semester shall be considered valedictorian and salutatorian.

The second highest average shall be the salutatorian. In case of a tie for the highest average, there shall be a co-valedictorian and no salutatorian. In case of a tie for the second highest average, there shall be a valedictorian and co-salutatorian. Students, to be eligible, must attend Shelby-Rising City High School their entire Junior and Senior years.

Graduation Requirements

Students must earn 270 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete beginning with their Freshman year in order to qualify for the Shelby-Rising City High School Diploma are:

English	40 Semester Hours to include English 9, 10, 11
Social Studies	30 Semester Hours to include: American History, World History and Civics
Mathematics	30 Semester Hours
Science	30 Semester Hours to include: Physical Science and Biology
Visual/Performing Arts	10 Semester Hours
Electives	90 Semester Hours
Career Education	20 Semester Hours to include: Informational Technology I
P.E. and/or Health	10 Semester Hours
Speech	5 Semester Hours
Personal Finance	5 Semester Hours

Juniors are required to enroll in a math, science, and English course.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Seniors are required to complete a "Senior Service Project" prior to graduation. Details & requirements will be explained by the principal.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the building Principal.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers.

Honor Roll

To qualify for the Honor Roll, a student must have earned a grade of 86 or above in all subjects. To qualify for the Roll of Excellence, a student must have earned a grade of 94 or above in all subjects.

Any student who receives an "I" Incomplete in any subject is not eligible to be on the Roll of Excellence or Honor Roll.

Mid-Term Graduation

Students are generally required to attend four years of high school to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian must apply on or before the April Board Meeting of the student's Junior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Grades are continually updated and available via the PowerSchool Student Information System. This is a great place for students and parents to monitor academic progress. Please contact the school if you need assistance in setting up your account. Progress reports at the end of each semester will be sent home once grades are finalized for that semester.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities are governed by the Student Activity Handbook. Students who are involved in extra-curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior 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. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day. A student who has a conflict with an after-school session is responsible for working it out with the teacher or Building Principal.

- A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.
- A student who fails to serve their detention may not be allowed to participation in activities.

In-School Suspension

The Building Principal may require a student to serve in-school suspension. Students not completing the requirements of ISS will face further disciplinary action. The student is expected to complete all work assigned & WILL receive credit for all completed work. Students who earn ISS are not allowed to participate or attend student activities. This includes activities such as NSAA sponsored events. The Building Principal will make the final determination if a specific activity qualifies.

Emergency Exclusion

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

Short-Term Suspension

The principal may suspend a student up to 5 school days for conduct which constitutes grounds for expulsion under the law, or violates the rules of the Board of Education and/or the school.

1. The principal will investigate.
2. The student will receive oral or written notice of the charges and reason for the suspension. They will also be told the basis of the evidence used to make the decision.
3. The student will be given the opportunity to present their version of the story.
4. An attempt to notify parents will be made within 24 hours.
5. A conference for re-entry to school may take place with parents.

The student is expected to complete all work assigned & WILL receive credit for all completed work. Students who earn OSS are not allowed to participate or attend student activities at home or away. Students in OSS are not allowed on school grounds without permission from the Building Principal.

Long-Term Suspension

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

On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school will, within two days after the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under State Law 79-254 & 79- 296. Refer to board policy for an outline of what will be included in the letter.

Expulsion

Meaning of Expulsion: For the purposes of this policy and as defined in the Student Discipline Act, expulsion shall mean exclusion from attendance in all schools within the district for a period of time as defined in Nebraska statute 79-283.

Refer to Board Policy 505.04 for additional information regarding the expulsion process.

Grounds for Short & 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. Uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes;
2. Causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value;
3. causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student;
4. Possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon;
5. Engages in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor;
6. Commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age;
7. Commits or attempts to commit sexual assault against any person if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8;
8. Engages in bullying as defined in section 79-2,137;
9. Engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes;
10. Repeatedly violates the policies, rules and standards of student conduct

established by the district;

11. Violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - 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 e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Guidelines for Various Infractions

ALCOHOL AND/OR DRUGS: The use or possession on school grounds or at school functions. This includes the misuse of prescription and/or over-the-counter drugs. *MANDATORY REPORTING TO LAW ENFORCEMENT.*

1ST Offense: Maximum 15 days OSS.

2nd Offense: Recommendation of Expulsion.

BULLYING/HARRASSMENT: Behaviors that are found to be threatening or disturbing towards another person.

Each Offense: Maximum 5 days Suspension.

CHEATING: Copying someone's work and passing it off as your own original work, or allowing your work to be copied by someone else who then passes it off as their own original work. *(The student may, in writing, appeal any loss of credit due to cheating to the Principal. That decision will be binding.)*

Each Offense: Office Referral Form Written. Zero on any copied work. The teacher will have the discretion to allow the student the opportunity to do the assignment or an alternative assignment with a maximum grade of 70%.

Additional administrative action may be taken.

DISORDERLY CONDUCT: Insubordination, vulgar language, or behavior that impedes the learning environment, causing a student to report to the principal's office.

Each Offense: Maximum 5 days Suspension.

ELECTRONIC DEVICE MISUSE: Cell phones & other electronic devices must be turned off and kept out of sight during the school day.

1st Offense: Office Referral Form Written. Parent notified, device returned to student at the end of the day.

2nd Offense: Office Referral Form Written. Parent notified, device will be returned to the parent, & detention assigned.

3rd Offense: Office Referral Form Written. Parent notified, device will be returned to the parent, meeting with parent will be held to discuss future consequences, & detention assigned.

FIGHTING: Engaging in or threatening physical contact for the purpose of inflicting harm on another person (not a pushing match). *MANDATORY REPORTING TO LAW ENFORCEMENT.*

1st Offense: Minimum 5 days OSS for all students involved in the fight.

2nd Offense: Minimum 15 days OSS.

3rd Offense: Recommendation of Expulsion.

POSSESSION OR USE OF TOBACCO ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS:

1st Offense: Maximum 5 days Suspension.

2nd Offense: Maximum 15 days Suspension.

3rd Offense: Recommendation of Expulsion.

STRIKING OR HITTING A STAFF MEMBER: *MANDATORY REPORTING TO LAW ENFORCEMENT*

1st Offense: Immediate OSS. Recommendation of Expulsion.

TRUANCY: The absence of which the parent is not aware at the time you are not at school. Parent awareness must be before the absence, not after the fact.

1st Offense: Maximum of 2 days ISS with additionally assigned detention time.

2nd Offense: 2 -5 days ISS with additionally assigned detention time.

3rd Offense: A meeting with the parent and principal will be held to determine appropriate consequences which could include credits being withheld at the end of the semester.

VANDALISM (Misdemeanor) AND/OR THEFT: MANDATORY REPORTING TO LAW ENFORCEMENT

1st Offense: Maximum 5 days Suspension.

2nd Offense: Maximum 15 days Suspension.

3rd Offense: Recommendation of Expulsion.

Consequences for felony vandalism will be based on the seriousness of the infraction.

VIOLENT BEHAVIOR/THREATS OF PHYSICAL HARM TO STUDENTS OR

STAFF: The principal must believe there was a true threat to classify the incident under this category. All incidents under this category will require *MANDATORY REPORTING TO LAW ENFORCEMENT*.

1st Offense: Maximum 5 days Suspension.

2nd Offense: Maximum 15 days Suspension.

3rd Offense: Recommendation of Expulsion.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the

student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

PBiS – Positive Behavioral Interventions and Supports

PBiS is a process to increase student achievement and success while decreasing students' challenging behaviors. By working together, staff, students, and parents help create a safer more effective environment. Behavior expectations are defined, taught, and reviewed with all students. The expectations are posted throughout the school in designated areas. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior.

We know that when good behavior and good teaching come together, our students will excel in their learning. Our strategies are based on the belief that:
"Positive behaviors from adults and students lead to an improved learning environment and increased learning."

Our consistent school rules are:

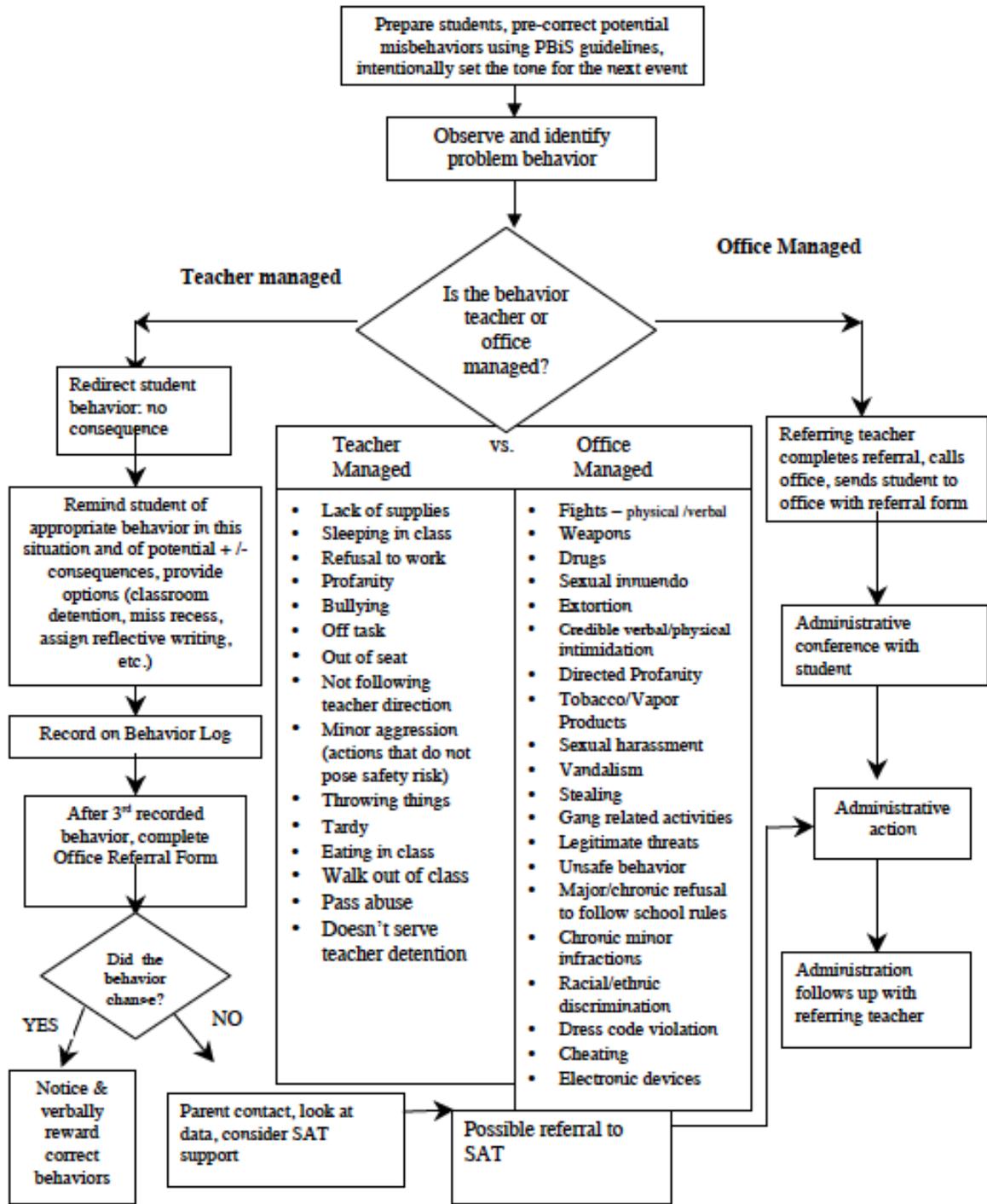
- ◆ **Be Responsible**
- ◆ **Active Learning**
- ◆ **Respect Others and school**
- ◆ **Keep Safe**

These four rules apply to all areas of the school buildings and grounds. Classroom teachers also post their individual rules and expectations for their academic areas.

Students earn '**Positive Paws**' for positive behaviors. '**Paws**' are posted at the entryways and a copy is sent home to parents. Any staff member can give out 'Paws' to students. Drawings are held monthly for the students & staff to win prizes as rewards for their positive behavior!

Consequences are given to student non-compliant behaviors. These fall into 2 groups, Minor and Major according to the definitions within the program guidelines (see Student Behavior Management Process Flowchart). Students who exhibit poor choices that are defined as Minor behaviors are retaught the expectation and acknowledge this choice by signing a Behavior Log. Students who display behaviors identified as Major are referred to the Building Principal for consequences of their actions. Serious infractions that result in suspension (ISS and OSS) or expulsion have been outlined in the "Guidelines for Various Infractions" section of this handbook.

**SHELBY-RISING CITY PUBLIC SCHOOL
Student Behavior Management Process**



SECTION FOUR

STAFF DIRECTORY

Administration

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SCHOOL SCHEDULES

Secondary School Schedule(s):

Normal Schedule

1	2	HR	3	4	5A	5B	6	7	8
8:10 - 8:58	9:01 - 9:49	9:52 - 9:59	10:02-10:50	10:53-11:41	11:44-12:32	12:14-1:02	1:05-1:53	1:56-2:44	2:47-3:35

1:30 Early Dismissal

1	2	HR	3	4	5	6	7A	7B	8
8:10 - 8:43	8:46 - 9:19	9:22-9:29	9:32-10:05	10:08-10:41	10:44-11:17	11:20-11:53	11:56-12:26	12:26-12:56	12:59-1:30

Two Hour Late Start

1	2	HR	3	4A	4B	5	6	7	8
10:10-10:43	10:46-11:19	11:22-11:29	11:32-12:05	12:08-12:38	12:38-1:08	1:11-1:44	1:47-2:21	2:24-2:58	3:01-3:35

ELEMENTARY SCHOOL DAY

8:10 a.m. to 3:25 p.m.

SECONDARY SCHOOL DAY

8:10 a.m. to 3:35 p.m.

Lunch Schedules

11:00 – 11:30	Kindergarten
11:08 – 11:38	1 st Grade
11:16 – 11:46	2 nd Grade
11:28 – 11:58	3 rd Grade & 4 th (A-Lunch)
11:36 – 12:06	4 th Grade (B-Lunch) & 5 th Grade
11:41 – 12:11	Secondary (A-Lunch)
12:14 – 12:44	Middle School
12:32 – 1:02	Secondary (B-Lunch)



SCHOOLWIDE TITLE I LEARNING COMPACT



Parent-Student-School
Elementary Learning Compact
Shelby-Rising City Public School

This Title I School-Parent Compact has been jointly developed with parents and 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 academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

PARENT/GUARDIAN AGREEMENT

As a parent/guardian, I understand that being actively involved in my child's learning will help him/her be successful and have a good attitude about learning. Therefore, I agree to carry out the following responsibilities:

- provide a homework routine for my child
- support the school's discipline program
- read to or with my child 15 minutes a day, 5 days a week so he/she will experience the joy of reading

STUDENT AGREEMENT

As a student, I understand that school is important because it will help me learn skills to be successful in my life. Therefore, I agree to carry out the following responsibilities:

- always try to do my best by following the school's discipline program
- be responsible and cooperative at home with homework and when my family reads to/with me
- attend school regularly and be prepared to learn and complete homework

TEACHER AGREEMENT

As a teacher, I understand how important it is for every student to have a positive school experience and for parents to have support as they help their child with school tasks. Therefore, I agree to carry out the following responsibilities:

- provide positive communication between students, parents, and teachers (via email, notes, and/or phone calls)
- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet State academic achievement standards
- provide daily classroom practices, at-home practices, and extra optional practices with important and meaningful skills
- support the school's discipline program

Revised May 2018

NATIONAL HONOR SOCIETY - (NHS)

Shelby-Rising City Public Schools will sponsor a Chapter of the National Honor Society by developing local procedures that are in accordance with the National guidelines.

Participants

Principal: Appoints a faculty member to serve as sponsor and other faculty to serve as council members for the NHS. The principal is in attendance at all council meetings as a non-voting participant.

Sponsor: Faculty member who is appointed to serve as advocate for the Shelby-Rising City Chapter of NHS. The sponsor is in attendance at all meetings as a non-voting participant. Sponsor duties include, but are not limited to: organize all Chapter activities, including election, disciplinary and dismissal procedures; chair all Faculty Council meetings, and anything else that pertains to NHS.

Faculty Council: A 5-member faculty team is responsible for voting on matters pertaining to the Chapter, including election, discipline and dismissal of members. An individual faculty member serves in two-year blocks of time and membership on the team is rotated through the secondary faculty.

Candidates: Any Shelby-Rising City 11th or 12th grade student who meets the criteria.

Criteria for Membership

Scholarship: The member must maintain a minimum grade point average (GPA) of 93%.

Service: The member upholds scholarship and is loyal to the school, participates in some outside activity (scouts, church, volunteer work in school, home or community), works well with others while assuming difficult responsibilities, cheerfully renders requested service to the school, represents the class or school in inter-class or inter-school activities, does committee work without complaining, shows courtesy by assisting visitors, teachers, and students.

Leadership: The member promotes school activities, influences peers in upholding school ideals, improves civic life in the school, has a positive attitude, inspires positive behavior in others, holds office or other positions or responsibility, is dependable and accepts responsibility, demonstrates leadership at home, school, work, and community.

Character: The member takes constructive criticism willingly, exemplifies desirable qualities of behavior, upholds principles of morality and ethics, cooperates and complies with school regulations, demonstrates honesty and reliability, shows courtesy, concern and respect for others, observes school instructions and rules, is truthful and avoids cheating, actively works to rid the school of negative influences.

Selection Process

Beginning with the class of 2016: At the end of second semester, the guidance counselor will inform the Sponsor of all students (those entering 11th and 12th grade) who have a minimum GPA of 93%. The Sponsor will inform students at the beginning of the next school year, that they meet the scholarship criteria. The student will be asked to complete a questionnaire indicating their desire to be selected as a member of NHS. Once students complete the questionnaire and return it to the Sponsor, the Faculty Council will evaluate the materials. The Faculty Council will conduct an interview with each of the candidates prior to final selection. The Faculty Council then evaluates the student questionnaire, the interview and the faculty responses. The Faculty Council will make their decision on the applicant's candidacy by having each Council member assign a number value from 1 to 10 for each criterion: scholarship, leadership, service, character and the interview for each applicant. The minimum value given for scholarship has been determined to be 8. Those students whose point total averages 40 or above will receive a letter notifying of their selection for membership. A parent and student meeting will take place prior to the candidate submitting a letter of acceptance or refusal into the organization. Induction will be held during September and students become active NHS members after the initiation ceremony.

Disciplinary Procedure

A member who fails to adhere to all criteria will be subjected to the NHS members predetermined point system that will be used to help the Faculty Council determine when a member needs to receive a warning or possible dismissal from NHS. If a member accumulates less than half the points for dismissal in a year, the points accumulated will be dismissed and a clean slate will occur for the next school year. If a member has accumulated one-half or more of the points that could lead to dismissal, those points will be rolled over into the new school year for returning students.

A member who fails to adhere to all the criteria may be dismissed from the Chapter by a vote of the Faculty Council. Members will not be dismissed from NHS without receiving a written warning from the Sponsor identifying and detailing the deficient criteria. The decision to issue a warning will be by majority vote of the Faculty Council or a predetermined point accumulation. In the case of scholarship, a warning will be issued if a member's cumulative average falls below a 93%. The member must raise the average to 93% or above by the following semester's grading period to remain a member. If other criteria are not being met, a member will not be allowed a second violation of the indicated deficiency, nor would they be allowed other additional deficiencies. A vote for dismissal does not require a second warning before the action of the Council.

Exception: No warning is required if a member is guilty of, or confesses to, violating school rules that require a long term suspension or an expulsion; also, no warning is required if a member is found guilty of, or confesses to, any action of flagrant violation of civil laws or school laws.

STUDENT ACTIVITY HANDBOOK

(Pre-practice requirements: ATHLETIC ACTIVITIES ONLY)

EACH ATHLETE PARTICIPATING IN ANY SPORT MUST MEET THE FOLLOWING REQUIREMENTS BEFORE BEING ALLOWED TO PRACTICE.

1. Turn into the sponsor a school approved physical examination form.
2. Turn into the sponsor a school approved student participation agreement.
3. Turn into the sponsor a school approved parent/guardian consent form.
4. Turn into the sponsor a school approved insurance verification form/waiver form.
5. Turn into the office an activities handbook verification form.

Forms 1, 2, 3, 4, must be filled out, completed in full and turned into the sponsor before a student will be allowed to participate. Form 5 will be turned into the office along with the Student Handbook verification form, they are one and the same. This need be done only once each year for the first athletic activity a student takes part in.

ALL OF THE INFORMATION AND RULES LISTED BELOW ARE INTENDED FOR ALL PARTICIPANTS WHO TAKE PART IN THE CO-CURRICULAR ACTIVITIES OF SHELBY PUBLIC SCHOOL. IF THE TERM ATHLETE IS USED, IT COULD BE REPLACED WITH PARTICIPANT OR MUSICIAN ETC. IF THE TERM COACH IS USED, IT COULD BE REPLACED WITH DIRECTOR OR SPONSOR.

In order to better inform parents and students of the various activities, some activity sponsors have written handbooks for their area of responsibility. These booklets cover the various aspects of a particular activity in more detail than this activity booklet. The individual sponsor's activity booklets will be subject to the overall policies in this activity book or School Board Policy. These booklets will be distributed to the students at the beginning of an activity season. All other reasonable rules or regulations adopted by the sponsor, and approved by the ACTIVITY DIRECTOR, of a co-curricular activity shall be followed provided that participants shall be notified of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.

PARTICIPANT RESPONSIBILITY

A participant is any boy/girl attending Shelby-Rising City High School that is taking part in an activity.

In order to be the best possible participant and follow the activity philosophy of the Shelby-Rising City Public School, the participant must assume the following responsibilities:

Responsibility to yourself:

- (1) Attend all practices or rehearsals and practice with intensity; thus improve as an individual and a participant.
- (2) Adhere to training rules.
- (3) Expect no favors from the coach/sponsor or teammates. You must earn your position.
- (4) Develop a competitive attitude. Be willing to compete against your friend in practice as you would your opponent in interscholastic competition.
- (5) Be honest with yourself about your skills.
- (6) Maintain respect for yourself in victory and defeat.

Responsibility to your activity:

- (1) Don't be selfish. You should be willing to sacrifice personal achievement for team success.
- (2) Be able to separate personal matters from team matters.
- (3) Respect your teammates. They can make you a winner!
- (4) Follow the sponsor's directions.
- (5) Be loyal to your team. When your team needs your experience and ability, be there.

Responsibility to your school and community:

- (1) Recognize your leadership role both during and after competition.
- (2) Realize a good participant works to his/her ability in the classroom.
- (3) Respect the property of others.
- (4) Promote school spirit.

SPONSOR: RESPONSIBILITY

A sponsor is the person or his/her assistant that is directly in charge of an activity i.e. head football coach is a sponsor of the football team. The assistant football coach is a sponsor of the football team.

The sponsor's role is to give the community the best possible performances with the available talent each year. All sponsors will follow the Nebraska Coaches Creed which reads:

- I BELIEVE interschool activities have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.
- I BELIEVE the other sponsors of interschool activities are earnest in their desire to keep the interschool program high on the plans of citizenship training and I shall do all that I can to further their efforts.
- I BELIEVE my own actions should be so regulated as to reflect credit to this profession.
- I BELIEVE in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all participants, co-workers, activity officials, and spectators.
- I SHALL abide by the rules of the activity in letter and spirit.
- I BELIEVE proper administration of all activities offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean, healthful living and respect for wise discipline and authority.
- I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the activity to become a better citizen.
- I BELIEVE in and will support all reasonable moves to improve activity conditions to provide for adequate equipment, and to promote the welfare of an increased number of participants.

GENERAL INFORMATION

- A. Once each year before being permitted to start practice, a participant in athletic activities must have a complete physical examination. A copy of the form used for the exam can be picked up from your sponsor, from the activities director, at the school office or from the Shelby Clinic. The physical examination must be turned into your sponsor prior to participation. The record of your physical examination will be kept on file with the activities director. The form must be signed by the student, his/her parent or guardian, and a medical doctor. This physical exam will be paid for by the student or his/her parent or guardian.
- B. No practice will be scheduled on Sundays unless a contest is scheduled on the following Monday or prior approval is given by the administration.
- C. No participant will practice using school facilities unless supervised by a sponsor or as per board policy.
- D. All participants will wear the clothing and equipment required by the sponsor.
- E. If a participant suffers an injury or illness which requires a doctor's attention, he/she must have a written release from the doctor in order to resume practice/play.
- F. If a participant is injured he/she will be expected to attend all practices, games, meets, contests, or other events even though he/she cannot actually participate unless excused by the sponsor.
- G. No practice will exceed 2 1/2 hours in length.
- H. Be at all practices. All practices are important and one participant missing may endanger the success of the team. If a participant knows he/she will be missing practice he/she is expected to notify the sponsor before the missed practice. Legitimate reasons for missing practice are: illness, funeral, another school function, and work for one's father or mother.
- The sponsor will determine if any other excuses are legitimate. A participant must notify the sponsor BEFORE missing any practice. A sponsor may discipline participants for missing practice without a legitimate reason.
- I. Any participant who is a member of any Shelby-Rising City High School interscholastic athletic squad cannot participate on any other organized team in that sport, in school or out of school, during the period that he/she is a member of the Shelby-Rising City High School interscholastic squad.
Example: A student cannot participate on a town team volleyball team while a member of the high school volleyball team.
- J. Extra-Curricular Participation (300.28, #7):
IN ORDER TO PRACTICE OR PARTICIPATE IN ANY ACTIVITY HELD OUTSIDE OF SCHOOL HOURS THE STUDENT MUST BE IN ATTENDANCE ALL DAY ON THE DAY OF THE ACTIVITY. THE ONLY EXCEPTION TO THIS SECTION WOULD BE A PRE-ARRANGED ABSENCE APPROVED BY THE PRINCIPAL.
- K. Guidelines for Participation in a Cooperative Activity.
1. Students will provide their own transportation to practices and contests.
 2. Students will pay for any uniform(s) or equipment needed to practice.
 3. Students will be required to pay the annual activity fee before participating in a contest.
 4. Students will not be allowed to leave school early to attend a practice.
 5. Students will need to complete a pre-excused slip when contests cause them to leave before the end of the regular school day.

- 6. Students will follow the Shelby-Rising City School Eligibility Policy.
- 7. Students that meet the lettering requirements will receive a letter and certificate from Shelby-Rising City Public School and will be recognized at the activities banquet.

L. Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

All coaches and volunteers are required to complete the NFHS concussion training course annually. A certificate indicating completion of the course will be required to be submitted to the activities director annually.

On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition.

This information will include:

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

M. The school district will not provide for the presence of a licensed health care professional at any practice or game.

N. **Activity Fees:** Shelby-Rising City will assess an Athletic and Extracurricular Activity Participation Fee. The annual fee will be assessed to every student in grades 6-12 who participates in any NSAA sponsored activity or event.

Also included, but not limited to:

Marching and Pep Band	Show or Competition Choir
Dance Team	Quiz Bowl

Activities Excluded:

All School Play	Middle School Musical
Organizations (NHS, FFA, FBLA, Student Council)	

The fee will be assessed once per school year at a rate established by the Administration, which for the 2016-2017 school year will be \$25 per student. Students participating in more than one activity will only pay a one time fee of \$25.00. A student activity pass that allows admittance to all “home”, regular season athletic activities will be provided with the annual participation fee payment.

The fee is non-refundable unless the student is cut from the athletic/activity roster and did not participate in any other athletic/extracurricular activities for the remainder of the school year. Refunds will be issued over the summer, after all of the student's obligations have been fulfilled. Students who voluntarily drop out of an activity will forfeit their fee.

Payment of the Athletic and Extracurricular Activity Participation Fee does not guarantee position, role, or playing time. It does not guarantee the student or his/her parent, guardian or family control over any conditions, guidelines or policies regarding the team or activities.

- O. Students who participate in out-of-town school sponsored activities are to ride the bus or any mode of transportation specifically approved by the Principal. The student will ride the bus, or approved transportation, to the activity. He or She will return to Shelby-Rising City Public School on the same transportation unless the proper procedure is followed.
- P. Activity practices scheduled the same day as snow/ice dismissal shall be automatically canceled. Practices may be held after late starts if the school day is completed. Practices related to other early dismissals and/or late starts may be scheduled at the discretion of the A.D./Superintendent. Games may be played/not played on weather affected days at the discretion of the A.D./Superintendent. The Superintendent shall have final determination in all cases.
- Q. The Shelby-Rising City Public Schools provides its participants with the best equipment possible. Therefore participants will be expected to return the equipment in reasonable condition at the end of the season. If it is not returned or is not in reasonable condition the participant will be expected to pay the replacement cost.
- R. Participants under school suspension, expulsion, or exclusion from school as established in Board policy are ineligible to practice or participate during the term of the suspension, expulsion, or exclusion.

For example, if a participant is given a suspension, for Monday, the participant will not be allowed to participate in any activity on Monday. If a participant is given a two day suspension for Monday, and Tuesday, the participant will not be allowed to participate Monday or Tuesday.
- S. A performance will always have preference over a practice with regard to student participation. The instructor that has the performance will set the times that he/she feels is necessary for the adequate dismissal, transportation, setting up of equipment, and performance of his/her participants. If there is an issue involving dismissal from school or practice, the activities director will make the final decision as to dismissal time.
- T. If a participant is scheduled to perform in two activities at once, the participant will decide which performance he/she will take part in. It is then the participant's responsibility to inform both sponsors as to his/her decision.
- U. Shelby-Rising City Public School uniforms will only be worn by Shelby-Rising City Public School sponsored teams. Non-school sponsored teams must furnish their own uniforms. The only way a non-school sponsored team may use school uniforms is: 1) allow all Shelby-Rising City students that are eligible to participate to be on the team, 2) pay rent for the uniforms to be used, 3) conform to all NSAA regulations that pertain to the activity. No current varsity uniforms will be used for this purpose other than All-Star competition.
- V. No participant will be allowed to start the next activity season without having turned in all equipment, paying all bills, and meeting all the requirements of the previous activity season or school year.
- W. Summer camps/clinics are not school sponsored activities. Shelby-Rising City Public School claims no dominion over activities related to the planning, execution, and/or results of any summer camp/clinic. When taking part in summer camp(s)/clinic(s) the responsibility and liability rest solely with the adult or student participants.

GUIDELINES FOR THE PAYMENT OF STUDENT AND GROUP FEES

The Shelby-Rising City School District will pay for the following:

1. All group entry fees for approved activities occurring during the time school is in session.
2. All awards given to students, including:
 - a. Athletic and/or Fines Arts letters, pins, stars, shields, and certificates
 - b. All-Conference patches for athletics
 - c. Championship patches if earned during athletic competition at the conference or district or state.
 - d. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year.
3. Read-a-thon prizes
4. Meals and lodging of activity participants and coaches/sponsors if the school district is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.
6. The rate of compensation shall be \$10 per meal. The Activities Director, after conferring with the Superintendent, will decide the number of meals required and if lodging is needed.
7. All-State auditions for vocal and instrumental music.
8. A total of two auditions for College Honor Bands or Honor Choirs.
9. First Team Athletic and Fine Arts All-State Members' pictures to be placed in a designated area in school.
10. Admission fees for cheerleaders, pep band members and other students when their attendance is required at an "away" activity.

LETTERING

Each time an individual letters in the senior high, they will be awarded a letter certificate by the sponsor of that activity at the annual activities banquet. The first time a participant letters he/she will be awarded a chenille letter, an emblem representative of the activity the participant lettered in (i.e. winged foot for track), and a gold bar. On subsequent letterings, the participant will receive a certificate and a gold bar for each sport that they lettered in. All other participants who did not letter will be given a participation certificate.

ATHLETIC LETTERING

- **FOOTBALL:** Any participant playing one-half the total regular season varsity quarters will be awarded a letter. A player gets one quarter for starting a reserve game. In addition the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- **BASKETBALL (boys and girls):** A participant must play one-fourth of the total varsity quarters. A participant may receive one-half quarter for starting a reserve game. In addition the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- **VOLLEYBALL:** A participant must play one-fifth of the total varsity games. The participant may receive one-half game for starting a reserve match. In addition the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- **TRACK (boys and girls):** A participant can letter if he/she scores 1 point at a meet with 7 or more teams. Relays will be counted as $\frac{1}{4}$ value of the score. Example: A 5th place relay= each participant would receive $\frac{1}{2}$ of a point. A participant may also letter if he/she meets one of the following requirements: breaks a school record, scores a total of 8 points for the season in any type of meet, if a senior who shows positive leadership abilities and has not met any of the preceding requirements or improve your personal best four times during the season (personal best includes past years efforts). The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- **MANAGER (for athletics):** A high school boy or girl can receive a manager's letter by managing two sports per year or is a manager for one sport and participates in another sport the same year. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- **GOLF:** a participant can letter if he/she participates in 33% of the varsity(not duals/triangulars) meets and his/her score contributes to the team score in at least one meet. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- **WRESTLING:** A participant can letter if he/she participates in 50% of the varsity meets and his/her score contributes to the team score in at least one meet. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- **SOFTBALL:** A participant can letter if she plays in one-half of the total varsity games played. The participant may receive one-half game for starting a JV game. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

FINE ARTS LETTERING

- **SPEECH:** Attend 90% of assigned practices. Earn an "excellent" or better rating at three contests. Attend and participate at the conference and district contests. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- **DRAMA:** Attend 90% of assigned practices. Know lines by assigned due dates. Participate in all performances or fulfill all the duties required of an assistant director or backstage crew person. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- **INSTRUMENTAL MUSIC:** The band letter award is a point-based system. Students wishing to letter in band must meet the following requirements:
 1. Students must earn 130 points or more in band to letter.
 2. Excused absences will be awarded only half value points if properly excused. Excused absences include but are not limited to:
 - A. School activities (one week advance notice is required).
 - B. Family/medical emergency (parent note required).
 - C. Other absences may be excused at the director's discretion.
 - D. A work conflict does not warrant an excused absence.

See the following table for activities and their point values:

Performance/Activity	Points
Winter and Spring Concerts*	15 points each
Marching Band Performances*	5 points each
Veterans Day Performance*	5 points
Pep Band Performances*	5 points each
District Music Large Band Ensemble*	10 points
District Music Small Ensemble/Solo	5 points for a I rating
District Music Small Ensemble/Solo	2 points for a II rating
Audition for a Honor Band	2 points each
Win a Honor Band Audition	5 points each
Win an All-State Band Audition	15 points
Band Service Hour (ok with teacher)	1 point per hour
Private Lessons - primary instrument	5 points per semester

*These are required events, and they total 125 points if all are attended.

- VOCAL MUSIC: The choir letter award is a point-based system. Students wishing to letter in choir must meet the following requirements:
 1. Students must earn 100 points or more in choir to letter.
 2. Excused absences will be awarded only half value points if properly excused. Excused absences include but are not limited to:
 - a. School activities (one week advance notice is required).
 - b. Family/medical emergency (documentation required).
 - c. Other absences may be excused at the director's discretion.
 - d. A work conflict does not warrant an excused absence.

See the following table for activities and their point values:

Activity	Points
Winter and Spring Concerts*	15 points each
Veterans Day Performance*	5 points
National Anthem at Home Games*	5 points each
District Music Large Choir Ensemble*	10 points
District Music Small Ensemble/Solo	5 points for a I rating
Audition for a Honor Choir	2 points each
Win a Honor Choir Audition	5 points each
Win an All-State Choir Audition	15 points
Choir Service Hour (ok with teacher)	1 point per hour
Private Lessons - vocal	5 points per semester

*These are required events, and they total 95 points if all are attended.

OTHER AWARDS

- A. Any member of a conference season championship team, conference tournament championship team, district championship team, or state championship team will receive a championship patch or trophy/medal.
- B. Any participant selected All-Conference-1st team will receive an all-conference patch.
- C. Any participant(s) selected to an All-State 1st team in a team sport or 1st place in the State Track Meet will be honored with his/her (their) picture being placed in a designated area. Likewise, participants receiving All-State honors in band, vocal music, speech, or drama will be honored with their picture being placed in a designated area.
- D. Any participant who participates in three sports for all four years of his/her athletic career will be given a Dedicated Athlete Award. If a participant is in violation of any Prohibitive Conduct (2.1.1 – 2.1.10) during his/her junior or senior year they will forfeit the right to receive the dedicated athlete award.
- E. Any student that letters in 3 athletic activities in a single school year will receive a 3-sport letter winners shield.

SRC-CLUB

- A. Any student that has received an athletic "S" is eligible to belong to the S-Club.
- B. S-Club member will follow the guidelines as stated in their constitution.

**SHELBY-RISING CITY ACTIVITY PROGRAM
DRUG FREE SCHOOL AND COMMUNITY - STUDENT POLICIES (700.02)**

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each 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. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such 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 student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

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

It shall be the policy of Shelby-Rising City School District No. 72-0032 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 herein above described 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 sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or, where no such services are found available within 50 miles then such other programs as may exist within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.

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

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide each student of the District 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 a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language:

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING SHELBY-RISING CITY SCHOOL DISTRICT NO. 72-0032 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS 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 P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE 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."

It shall be the policy of Shelby-Rising City School District No. 72-0032 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as herein above referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

It shall be the policy of Shelby-Rising City School District No. 72-0032 to require the Superintendent of Schools to keep a statistical report of all violations of the district's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.

A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

300.32 PARTICIPATION RULES FOR EXTRACURRICULAR ACTIVITIES

To represent Shelby-Rising City High School in interscholastic or extracurricular activities, each student participant must meet the eligibility rules of the Nebraska School Activities Association, and of Shelby-Rising City High School.

1. SCOPE

1.1 The following regulations will begin the first day of allowed practice at the start of each school year, (as established by the NSAA) or the first day of an organized activity or practice should the practice or activity start before the NSA established date. They will end on the last day of Student attendance in school except in the case of school sponsored activities that extend beyond the last day of school.

2. PROHIBITED CONDUCT

2.1 The following student conduct shall constitute grounds for imposition of the penalties described in paragraph 3 of these rules.

2.1.1 Use of violence, force coercion, threat, intimidation or similar conduct that constitutes a substantial interference with school purposes. 2.1.2 Causing or attempting to cause physical injury to anyone. Physical injury caused by accident, self defense or other action undertaken on the reasonable belief it was necessary to protect some other person shall not be a violation of this rule.

2.1.3 Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

2.1.4 Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon, when such activity occurs on school grounds or during an educational function or even off school grounds.

2.1.5 Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property.

2.1.6 Engaging in the possession, selling, dispensing or use of a controlled substance, including anabolic steroids, alcohol and tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco, vapor products (such as e-cigarettes).

2.1.7 Public indecency.

2.1.8 Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes as a Class III Misdemeanor or greater.

2.1.9 Engaging in any other activity on school grounds or during an educational function or even off school grounds that constitute a danger to other students, to teachers, and other persons or interferes with school purposes.

2.1.10 A repeated violation of rules established by the Shelby-Rising City Board of Education governing student conduct.

2.1.11 If a student attends a party/gathering, where alcohol or drugs are being illegally dispensed, the student must leave the party/gathering immediately (LEAVING MEANS LEAVING IMMEDIATELY) and report their attendance to a coach or administrator before the end of the next school day. Self-reporting by the student in this case does not constitute a violation of policy 2.1.6 and a possible two event suspension, as long as the student leaves the gathering immediately.

3. PENALTIES

3.1 The term extracurricular events, used in this and following paragraphs, means a game, performance, contest, or demonstration of an interscholastic or extracurricular activity performed for the public, or in a competition that is not public.

The following penalties shall be imposed by the Principal upon knowledge of a violation or violations of the participation rules. Penalties for first and second violations may be reduced as described in paragraph 4.

3.2.1 For the first violation of participation rules, the student shall not participate in four (4) consecutive extracurricular events. The student shall remain a part of all teams or activities and shall continue to practice as scheduled. (See paragraph 3.2.5 for an example of this rule).

3.2.2 For a second violation of the participation rules occurring in the same school year as the first violation, the student shall not participate in six (6) consecutive extracurricular events. The student shall remain a part of all teams or activities and continue to practice. (See paragraph 3.2.5 for example of this rule).

3.2.3 For a third violation occurring in the same school year as the first and a second violation, the student shall not participate in any extracurricular activities for one calendar year. The student must obtain and complete counseling at the student's expense before participating in any activity in the following school year. A letter from the counselor to the Principal shall be evidence that a course of counseling has been completed.

3.2.4 A student's non-participation in any interscholastic or extracurricular activity after imposition of a penalty will not cancel the penalty. The penalty will resume, when the student next participates in an interscholastic or extracurricular activity which may carry over to the next school year.

3.2.5 Penalties imposed for first and second violations include events in all activities in which the student is eligible to participate. For example a penalty barring participation in four events might include one football game, one marching band contest, one vocal music performance, and one basketball game. Barring from participation in events incurred by the student as a result of an expulsion, suspension, or academic ineligibility do not detract from the total number of events a student is barred from as a result of the disciplinary action outlined by Board Policy 300.32; Sections 3.2.1 and 3.2.2.

3.2.6 For the first violation of prohibited conduct policy 2.1.6 (possession of alcohol, drugs or tobacco) the student shall complete the "Life of an Athlete" online drug and alcohol program. The program can be found at the following website: www.lifeofanathlete.com. Following completion of the program the student will present the principal and activities director a certificate of completion certificate that can be printed at the end of the program. Parents are encouraged to participate in the online program with their son/daughter.

4. PENALTY REDUCTION

4.1 A student who has received a penalty for a first or second violation of the participation rules may have such penalty reduced by using one of the following procedures.

4.1.1 A student shall have two extracurricular events restored if he or she, or his or her parents have admitted a violation of the participation rules to the Principal, Athletic Director, or Superintendent within two school days or before participating in any scheduled activity.

4.1.2 A student shall have participation in two extracurricular events restored upon completion of an alcohol education or counseling program approved by the school administration. The student shall pay the counseling program expense.

5. SCHOOL KNOWLEDGE OF ALLEGED VIOLATION

5.1 Any adult resident, parent of any student, teacher, or administrator of Shelby-Rising City Public School District may report a violation of the participation rules to the Principal, Athletic Director, or Superintendent in a signed written statement containing his or her first hand observation.

5.2 Any adult may advise the Principal that a student has violated a participation rule where law enforcement personnel may be involved. Upon receipt of such information the principal shall determine whether or not a complaint has been filed in any court. If a complaint has been filed and states that a student has committed acts which violate the participation rules the Principal shall impose the appropriate penalty upon the student. Any student or his or her parents may admit a violation of the participation rules within two (2) school days. If the Principal determines that a participation rule has been violated the appropriate penalty shall be imposed.

5.3 Cyber Image Policy- Any identifiable image, photo or video which implicates a student to have been in possession or presence of drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons, who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our students not place themselves in such environments.

6. NOTIFICATION

The Principal will send a written statement to the student and his or her parents informing them of any penalty imposed within three (3) school days. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the principal, may notify the Superintendent in writing of their request for a review of the Principal's determination. The Superintendent, Athletic Director and a coach shall review the situation and render a decision within three (3) school days from the date of the request for review. Their decision shall be in writing and shall be final.

The following activities are covered by this policy for grades 6-12.

Academic Contests	One-Act Play
All School Play	Pep Band
Athletic/Activity Awards Banquet	Prom
Basketball	Quiz Bowl
Dance	Science Bowl
FBLA	Senior Trip
FFA	Softball
Football	Speech
Golf	TEAMS
Softball	Track
Homecoming	Unified Bowling
Inst. Music Contests/Performance	Vocal Music Contests/Performance
Middle School Dance (Fun Night)	Volleyball
Middle School Academic Contests	Wrestling
Middle School Musical	

Additional activities may be included at the discretion of the principal.

Exempt activities: summer band trip and graduation

CONFLICT RESOLUTION PROCESS

Conflicts that arise between an athlete and a coach will be handled in the following manner:

1. An athlete and coach should attempt to resolve any issues.
2. If the conflict cannot be resolved between the athlete and coach, the athlete should make an appointment to meet with the Director of Athletics.
3. If the problem is still unresolved, then the parent should contact the coach.
4. Only when the problem cannot be resolved with the coach should the parent contact the Director of Athletics.
5. These are the steps to be followed for conflict resolution:
 - a) Athlete – Coach
 - b) Athlete – Director of Athletics
 - c) Parent – Coach
 - d) Parent – Director of Athletics
 - e) Parent – Principal
 - f) Parent - Superintendent
 - g) Parent - Board of Education

**Topics that will not be discussed between parents and coaches include the following: Playing time, discussions about other student athletes, and game strategies.*

In the event that there is a serious conflict or communication inability between two parties, the process would proceed to the next level.

SHELBY-RISING CITY HUSKIES
ATHLETIC CODE OF CONDUCT

As a member of A Shelby-Rising City High School athletic team, there are certain standards you must live up to. You are expected to attend school regularly, maintain complete and passing grades in all classes, follow all school and team rules, and act in such a manner that represents you, your team, your school, and your community positively. In order to make this process as objective as possible, the following point system will be used to determine consequences for failing to live up to these standards.

Every player starts the season with a clean slate of zero points. The point values assigned to different actions are then added as necessary. When a player accumulates a total of four (4) points, he will be required to sit out the next game he would normally play in. Every multiple of four points (8, 12) after the first missed game will result in another missed game. A player accumulating more than twelve points will be dismissed from the team, having no chance to letter or earn any honors such as all-district or all-state.

<u>Infraction</u>	<u>Points</u>
Late for game, practice, meeting, lifting, or any activity where time is set.	1 per occurrence
Name on eligibility list - failing	1/2 per class per week
Penalty time such as: detention, stay after school, come in before school, strike.	1 per occurrence
Unexcused absence from game, practice, meeting, lifting session, or activity called by the coach.	2 per occurrence
Suspension - in school or out of school	2 per each day of suspension

Exception: Missing a weight session after missing practice will not be further penalized, as it is considered an extension of practice.

* Missing a game due to being ineligible is considered an excused absence, since you already have been assigned a consequence by the school, and no points will be added for the miss. You will still accumulate the necessary points for being on the eligibility list.

*Missing a game or practice is considered an excused absence, since you are already being punished by the school, and no points will be added for the miss.

* Missing a game due to accumulating 4, 8, or 12 points is considered an excused absence, and no points will be added for the miss.

* You are still expected to attend games you miss because of the school eligibility policy or this code of conduct.

FITNESS CENTER WAIVER (2 Pages)

RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE SCHOOL DISTRICT'S FITNESS CENTER

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. **I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.**

Declaration. I do hereby further declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my participation or use of the facilities and equipment. I do further hereby acknowledge that I have been informed of the need for a Physician's approval for my participation in exercise/fitness/weight loss activities, or use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to participate in activities, use equipment and weight loss without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities including weight lifting may be strenuous and/or hazardous activities, and I should contact a healthcare professional or doctor before beginning any new activities or weight loss program. I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved. I understand the risks associated with weight lifting in the fitness center and other fitness activities, and that those risks include, but are not limited to, the possibility of concussions, repetitive motion injuries, overexertion, cuts and lacerations, eye injuries, muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or death. I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.

Release, Waiver and Indemnification. In consideration of permission granted by Shelby-Rising City Public Schools (the "School District") to use the School District's fitness center, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the School District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the school district and the parties named above for all personal injuries or loss of property which I incur by using the fitness center and its equipment or that otherwise result from my membership or participation in any fitness center activities, whether such injuries are caused by my negligence or the negligence of the School District or any of its employees, representatives, or volunteers. I agree to indemnify the School District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

Responsibility for Supervision. I understand that the fitness center will be available to me only during hours designated by the administration and that I am responsible for my own use of the fitness center and equipment at all times. I will inspect the facilities and equipment of the fitness center upon each visit before using any equipment.

Compliance with Rules. I agree to abide by all School District and/or fitness center rules now in force or that may be adopted in the future, and all directives given to us pertaining to the use of the fitness center.

THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name: _____

Birthdate: _____

Date: _____

Signature: _____

PARENT OR GUARDIAN IF MEMBER IS UNDER AGE 19:

We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.

Clearly PRINT the following information:

Child's Name: _____

Child's Birthdate: _____

Father's Name: _____

Mother's Name: _____

Father's Signature: _____ **Date:** _____

Mother's Signature: _____ **Date:** _____

RECEIPT OF HANDBOOK- (Signatures Required)

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

***PARENTS/GUARDIANS AND STUDENTS ARE REQUIRED TO SIGN AND RETURN THIS AGREEMENT.**

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook, Student Activity Handbook, and on-line district policies located on the Shelby-Rising City website that describes the Shelby-Rising City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Shelby-Rising City Public Schools, including the Drug Free School Policy, Title I Learning Compact, and Activities Policies. My child and I have discussed these policies and understand that we must comply with them. In the event of a conflict or inconsistency between Shelby-Rising City Board Policy and the Student Handbook, the administration will determine the correct application of policy.

Student's Signature Date

Parent/Guardian's Signature Date

Student's Grade: _____