

# 2012-13

# PARENT-STUDENT

# HANDBOOK OF

## Santee Community School

# TABLE OF CONTENTS

### Foreword

		Page
<b>Section 1</b>	<b>Intent of Handbook</b>	<b>4</b>
<b>Section 2</b>	<b>Members of the Board of Education</b>	<b>4</b>
<b>Section 3</b>	<b>Administrative Staff</b>	<b>5</b>
<b>Section 4</b>	<b>Teaching Staff</b>	<b>6</b>
<b>Section 5</b>	<b>Support Staff</b>	<b>7</b>
<b>Section 6</b>	<b>School Calendar</b>	<b>A</b>

### Article 1 - Mission and Goals

<b>Section 1</b>	<b>School Mission Statement</b>	<b>8</b>
<b>Section 2</b>	<b>Goals and Objectives</b>	<b>8</b>
<b>Section 3</b>	<b>Mutual Respect</b>	<b>8</b>
<b>Section 4</b>	<b>Student Rights and Responsibilities</b>	<b>9</b>
<b>Section 5</b>	<b>Communications Triangle &amp; Complaint Procedures</b>	<b>10</b>

### Article 2 - School Day

<b>Section 1</b>	<b>Daily Schedule</b>	<b>B</b>
<b>Section 2</b>	<b>Shortened Schedule</b>	<b>11</b>
<b>Section 3</b>	<b>Severe Weather and School Cancellations</b>	<b>11</b>
<b>Section 4</b>	<b>Open-Closed Campus</b>	<b>12</b>

### Article 3 - Use of Building and Grounds

		Page
<b>Section 1</b>	<b>Entering and Leaving the Building</b>	<b>12</b>
<b>Section 2</b>	<b>Visitors</b>	<b>12</b>
<b>Section 3</b>	<b>Smoke-Free Environment</b>	<b>13</b>
<b>Section 4</b>	<b>Care of School Property</b>	<b>13</b>

<b>Section 5</b>	<b>Lockers</b>	<b>13</b>
<b>Section 6</b>	<b>Searches of Lockers and Other Types of Searches</b>	<b>13</b>
<b>Section 7</b>	<b>Audio-Video Surveillance</b>	<b>14</b>
<b>Section 8</b>	<b>Use of Telephone</b>	<b>14</b>
<b>Section 9</b>	<b>Electronic Listening device Use</b>	<b>14</b>
<b>Section 10</b>	<b>Bicycles</b>	<b>14</b>
<b>Section 11</b>	<b>Student Valuables</b>	<b>14</b>
<b>Section 12</b>	<b>Lost and Found</b>	<b>15</b>
<b>Section 13</b>	<b>Accidents</b>	<b>15</b>
<b>Section 14</b>	<b>Laboratory Safety Glasses</b>	<b>15</b>
<b>Section 15</b>	<b>Insurance</b>	<b>15</b>
<b>Section 16</b>	<b>Bulletins and Announcements</b>	<b>15</b>

#### **Article 4 – Attendance**

		<b>Page</b>
<b>Section 1</b>	<b>Attendance Policy</b>	<b>15</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>15</b>
<b>Section 3</b>	<b>Tardiness</b>	<b>16</b>
<b>Section 4</b>	<b>Leaving School</b>	<b>17</b>
<b>Section 5</b>	<b>Attendance is Required to Participate in Activities</b>	<b>17</b>
<b>Section 6</b>	<b>Make-up Work</b>	<b>17</b>

#### **Article 5 - Scholastic Achievement**

		<b>Page</b>
<b>Section 1</b>	<b>Grading System</b>	<b>17</b>
<b>Section 2</b>	<b>Graduation Requirements</b>	<b>17</b>
<b>Section 3</b>	<b>Promotion, Retention</b>	<b>18</b>
<b>Section 4</b>	<b>Schedule Changes</b>	<b>19</b>
<b>Section 5</b>	<b>Interim Reports</b>	<b>19</b>
<b>Section 6</b>	<b>Report Cards</b>	<b>19</b>
<b>Section 7</b>	<b>Parent-Teacher Conferences</b>	<b>19</b>
<b>Section 8</b>	<b>Honor Roll</b>	<b>19</b>
<b>Section 9</b>	<b>Valedictorian and Salutatorian</b>	<b>19</b>

#### **Article 6 - Support Services**

		<b>Page</b>
<b>Section 1</b>	<b>Special Education Identification and Placement Procedures</b>	<b>20</b>
<b>Section 2</b>	<b>Guidance Services</b>	<b>23</b>
<b>Section 3</b>	<b>Health Services</b>	<b>23</b>

#### **Article 7 - Drugs, Alcohol and Tobacco**

		<b>Page</b>

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

<b>Section 1</b>	<b>Student Conduct and Discipline Policies</b>	
Part 1	●Short-Term Suspensions	33
Forms of School Discipline	Appendix---Discipline Protocol	
	●Long-Term Suspensions	33
	●Expulsions	34
	●Other Forms of Student Discipline	35
Part 2		
Discipline Plan		35
	Behavior Intervention Specialist Team B.I.S.T.	
Part 2		
Student Conduct	●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment	44
	●Student Appearance Policy	46
	●Harassment and Bullying Policy	47
	●Public Displays of Affection	47
	●Specific Rule Items	47
	●Network, E-Mail, Internet and Other Computer Use Rules	48
Part 3		
Reporting Student Law Violations	Reports of rule violations to law enforcement	51
Part 4		
Due Process Procedure	Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment	45

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

	Page
<b>Section 1</b>	<b>Extra-Curricular Programs</b>
<b>Section 2</b>	<b>Activity Philosophy</b>
<b>Section 3</b>	<b>Activity Code of Conduct</b>
<b>Section 4</b>	<b>Academic Grade Standard for Activities Participation</b>
<b>Section 5</b>	<b>Student Fees Policy</b>
<b>Section 6</b>	<b>Senior Trip Policy</b>

## Article 10 - State and Federal Programs

	Page
<b>Section 1</b>	<b>Annual Asbestos Notification</b>

<b>Section 2</b>	<b>Notice of Nondiscrimination</b>	<b>64</b>
<b>Section 3</b>	<b>Designation of Coordinator(s)</b>	<b>64</b>
<b>Section 4</b>	<b>Anti-discrimination &amp; Harassment Policy</b>	<b>65</b>
<b>Section 5</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>66</b>
<b>Section 6</b>	<b>Notification of Rights Under FERPA</b>	<b>67</b>
<b>Section 7</b>	<b>Notice Concerning Disclosure of Student Information to Military Recruiters</b>	<b>68</b>
<b>Section 8</b>	<b>Notice Concerning Staff Qualifications</b>	<b>68</b>
<b>Section 9</b>	<b>Student Privacy Protection Policy</b>	<b>72</b>

<b>Section 10</b>	<b>Parental Involvement Policies</b>	<b>77</b>
<b>Section 11</b>	<b>Homeless Students Policy</b>	<b>78</b>
<b>Section 12</b>	<b>Breakfast and Lunch Programs</b>	<b>78</b>

**Acknowledgment of Receipt Forms** **79/80**

**Appendix A – School Calendar**

**Appendix B – Daily Schedule**

## **Santee Community School Student Handbook 2011-2012 School Year**

### **Foreword**

#### **Section 1                    Intent of Handbook:**

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

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

#### **Section 2                    Members of the Board of Education:**

<b>Name</b>	<b>Contact Information</b>
Waylon LaPlante	Santee Sioux Tribal Police & Court
Rosella Whipple	Santee Housing
Clarisse LaPlante	DTSU
Cindy Whipple	Santee Clinic
Diane LaPointe	Santee Sioux Nation
Kellie Pike	Santee Sioux Nation

1:00 Release

8:15 – 8:45	Pride
8:48 – 9:18	PERIOD 1
9:21 – 9:51	PERIOD 2
9:54 – 10:24	PERIOD 3
10:27 – 10:57	PERIOD 4
11:00 – 11:30	PERIOD 5
11:33 – 12:03	PERIOD 6
12:06 – 12:35	PERIOD 7
12:35 – 1:00	LUNCH
1:00	TEACHERS DISMISSED or as noted.

f

**Section 1 Administrative Staff**

<b>Name</b>	<b>Position</b>
Dr. Paul Sellon	Superintendent
Debra Turner	Impact Aide & Human Relations Director
Kevin Finkey	5-12 Principal & Athletic Director
Kelly Bilbrey	K-4 Principal & Special Education Director
Nick Mumm	5-8 Interventionist & Asst. Athletic Director
Kristy Mackeprang	Business Manager

**Section 2 Professional Staff**

<b>Name</b>	<b>Position</b>
Tramp, Bernice	Growing Together Coordinator
Chohon, Chelsey	School Nurse & 21 <sup>st</sup> CCLC Director

## Section 2 Teachers

Name	Department	Grades
Allvin, Joan	Elementary Teacher	Kind (Gold)
Avery, Shelly	Science Teacher	7-12
Black, Randi	Elementary Teacher	Kind (Blue)
Crosley, Nancy	Middle School Teacher	5-8
Evans, Bob	Industrial Arts	7-12
Fehringer, Jeff	Middle School	6th Grade
Gardner, Emily	Math	7-12
Hayek, Ken	BIST Interventionist	K-12
Heiser, Tami	Business Teacher/Math Coordinator	7-12
Hrbek, Leah	Middle School Teacher	8 <sup>th</sup> grade
Kay, Julene	Resource	9-12
Leader, Brenda	Director of Student Services Alternative Ed.	K-12
Lendards, Jordan	English Teacher	9-12
Malone, Lynzie	Middle School Resource	5-8
McAlexander, Valerie	Music, Library, Comp. Tech	K-12
Meyer, Karissa	Middle School Teacher	5th Grade
Moser, Ginny	Elementary Teacher	3 <sup>rd</sup> grade
Mullanix, Valerie	Reading Coordinator	K-12
Nielsen, Donna	Elementary Teacher	4th
Plumbtree, Sheri	Social Studies/ K-4 PE Teacher	7 - 12
	Elementary Teacher	2 <sup>nd</sup> Grade
Sorensen, Tammy	Elementary Teacher	1st
Swalley, Lizzie	Dakota Language	K-8, 9-12 & 5-8 Math
Vencil, Justine	Elementary Resource	PK-4
Zimmerman, Michael	Art/Physical Education Teacher	K-12

**Section 5      Support Staff**

Name	Position
Bathke, Ruth	Administrative Assistant
Brandt, Cyd	Growing Together / Child Care Provider
Brandt, Elizabeth	Receptionist
Calvillo, Tim	Custodian
Cutts, Walter	21 <sup>st</sup> Century
Drobny, Shawna	Para-Educator
James, Deana	SPED Para
Klug, Cecelia	Custodian, Cook
Roberts, Miranda	Secondary Secretary
Medina, Tracy	Attendance Secretary/Home School Coordinator
Pike, Melvin	Transportation
Roberts, Courtney	Para-Educator
Sue Ann Sellon	Save the Children
Robertson, Alberta	Head Cook
Stout, Laurie	Para-Educator / Reading Tutor Health Aide

**Section 6      School Calendar:**

*See appendix A*



## **Article 1 – Mission and Goals**

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

The mission of Santee Community School is to provide its students with equitable opportunities for an essential education in an efficient manner.

### **Section 2 Goals and Objectives:**

We express this by our belief in the four cardinal virtues:

“Woksape” -Wisdom – Do Our Best at Learning

“Woohitika: - Bravery – Stand Up For the Right Thing

“Wowacintanka” – Fortitude – Keep Trying

“Wacantognaka” – Generosity – Help Others

We pledge by our actions to:

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Healthy

We acknowledge our personal responsibility by the statement: **“If it is to be, it is up to me”**.

### **Section 3 Mutual Respect:**

The Santee Community School expects every staff member and student to be treated with respect and dignity.

### **Section 4 Students’ Rights and Responsibilities**

ACADEMIC FREEDOM means that students have a right to learn without interference. It also means that teachers have a right to teach without interference.

ACADEMIC FREEDOM **does** give the right to use creativity, new ideas, imagination, and exactness of fact to make inferences and judgments about educational subject matter. Academic freedom **does not** give students the right to ignore the adopted course of study instituted by the State of Nebraska and the Santee Community School Board.

FREEDOM has corresponding rights as well as responsibilities. This means that freedom has obligations attached to it. Freedom is not a license to do as we please.

ACADEMIC FREEDOM does not give students the right to question the purposes of learning. It does not give anyone the freedom to impose personal opinion as fact. Care must be taken to not impose our personal beliefs upon others, especially in the areas of personal preferences such as politics, religion, sexual preference or to personally discredit another.

ACADEMIC FREEDOM allows us to make changes democratically. Teachers and students are free, at any mutually convenient time, to discuss policies and procedures, make suggestions to the Administrator, the Superintendent, or the Board of Education in a constructive, appropriate atmosphere.

## **STUDENT RIGHTS**

### *Right to Attend School*

Any resident of the Santee Community School District between the ages of 5 and 21 who has not completed the twelfth grade shall have the right to attend school without payment of tuition.

### *Right of Participation in School Programs*

All students shall have access to all aspects of the school's educational and co-curricular program, subject to rules and regulations of the governing Santee School Activities Association and the Nebraska State Activities Association. They shall be subject to all the rules and regulations of the associations. Reasonable prerequisites may be required for participation in certain courses and activities. Activities will not be available to Alternative School students.

### *Right to Participate in Decision Making*

Students shall have the right to participate in decision making through the Santee Community School Student Council, or in its absence, by petition to administration.

### *Right of Nondiscrimination*

No student shall on the basis of sex, race, creed, color, national origin, marital status, pregnancy or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity of the district. Pregnant or handicapped students may be excused from those activities in which participation could clearly be injurious to their health. Activities will not be available to Alternative School students.

### *Right of Expression*

Students shall have the right to express themselves freely so long as that expression does not materially and substantially disrupt school activities and so long as it is not obscene, libelous, slanderous, nor does it promote gangs, alcohol, tobacco, or drugs.

### *Right to Privacy*

Students, their lockers, and their desks shall not be immune from a search. A search conducted for a specific purpose may be unannounced prior to the search. All illegal, dangerous, disruptive, or prohibited items obtained in searches may be temporarily seized by school authorities and may, at the discretion of the School Administration be turned over to the police. Lockers are not to be decorated on the outside, except as approved by Principal. Lockers are not to be inappropriately decorated inside. Lockers are the property of the Santee Community School.

### *Right of Confidentiality and access to Student Records*

Confidentiality and access to student records shall be governed by the provision of the Family Education Rights and Privacy Act (PL 93-380). A complete copy of the District policy regarding student records shall be available to students and to parents and guardians upon request to the local administrator.

#### *Right to Assemble and Petition for Redress of Grievances*

Students shall have the right to assemble peaceably and to petition school authorities for redress of grievances. Such assembly shall not materially or substantially disrupt school activities.

#### *Right to Fail*

Students shall have the right to fail a course when they have not met the expectation of the class. A teacher marks a student's grade card with the grade the student has earned in the class. "A teacher never gives a grade, a student earns it!"

## **STUDENT RESPONSIBILITIES**

#### *Responsibility to Attend School*

Every resident of the Santee Community School District in school between the ages of 5 and 21 years of age shall have the responsibility to attend school every day, be on time, and study. Every parent, guardian or person having responsibility for or control of a child between 5 and 21 years of age shall insure the child is in attendance. Attendance rules have been carefully stated.

#### *Responsibility for School Improvement*

Students shall have the responsibility to contribute to the improvement of the school program.

#### *Responsibility to Show Respect*

Students shall have the responsibility to show respect for the rights of others and to contribute ideas in a manner that is not destructive or degrading to others.

#### *Responsibility to Obey Regulations*

Students shall have the responsibility to abide by reasonable rules and regulations as established by the teachers, school or district administration, Santee Board of Education, and rules of the student government that has been approved by the school administration. Above all, respect is to be shown.

#### *Responsibility to Care for Facilities and Equipment*

Students shall have the responsibility to use school facilities, equipment, books, materials, etc. in a manner that is not willfully or carelessly destructive.

### **Section 5      Communication Triangle & Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:
  - Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
  - Step 2. Appeal to the principal if the matter is not resolved at Step 1.
  - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
  - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.  
Written appeal should be made within five (5) days of the Superintendent's decision.
2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## **Article 2 - School Day**

### **Section 1      Daily Schedule**

*See Appendix B*

### **Section 2      Late Start Schedule /Early Dismissal Schedule**

**Regular Schedule will be followed all year.** Late start schedule will start at 10:00/3<sup>rd</sup> period. Early Dismissal is at 1:00.

### **Section 3      Severe Weather and School Cancellations**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. An automated phone service for parental and notification will be used. Additionally representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action.

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

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

by the media and **parents should have a plan in place to accommodate these circumstances.** The school will contact other agencies in the community as well.

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

**Emergency Conditions.** Santee Community School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

#### **Section 4      Open-Closed Campus:**

**All students are required to remain on campus, in accordance to the Board Adopted School Wellness Policy.** A parent checking out a student must enter the building and sign them out in order for the student to be allowed to leave.

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

#### **Section 1      Entering and Leaving the Building**

**Beginning Of School:** Students should not be on school grounds prior to 7:45 a.m. At 7:45 a.m. the front doors will be open allowing students access to the school library for study purposes, this is the only option for students entering the building prior to the start of school. Then at 8:00 a.m. all student are required to be in the multipurpose room for breakfast and opening day events. The students will be dismissed from the multipurpose room after morning announcements, the pledge of allegiances and the Dakota Flag Song.

**During the School Day:** Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office. When a student is excused from the building they are required to check out at the front desk, and then upon arrive back at school they are required to check in as well. Failure to check out properly at the front desk may result in the absences being counted as unexcused.

**End of School:** Our regular school day ends at 3:45 p.m. 9<sup>th</sup> Period 3:48-4:30 and other school activities begin at 3:48. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible. By BIST policy, any student in the building after 4:00 PM without a specific reason for being in the school (practice, meetings, make-up) will be escorted out of the building.

#### **Section 2      Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the main entrance to the school. Student visitors are not allowed unless they are making a class presentation upon invitation of the teacher. The teacher will make the request to

administration no later than two days in advance of the presentation and the student will only be here as long as the administration has approved. While here they will be the responsibility of that teacher.

### **Section 3      Smoke-Free Environment**

Santee Community School declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

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

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.  
Fines determined on books will be calculated on the book condition/replacement value. (All fines must be settled with the business manager prior to the release of the student's report card. Student's with an outstanding bill will not be allowed to participate in their class's senior trip.)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 5      Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker is locked with a combination lock. Students may turn in an extra key to the business manager if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Lockers are not to be decorated outside except as approved by Principal (example, activity spirit efforts). Lockers are not to be inappropriately decorated inside. Students are responsible for cleaning their locker at the end of the school year. In accordance with the Health Policy, there should be no food or beverage stored in the school lockers, such items will be confiscated.

### **Section 6      Searches of Lockers and Other Types of Searches**

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

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

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

## **Section 7      Audio-Video Surveillance**

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

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

## **Section 8      Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. The student must make every effort to use the phone only during the lunch period or between classes. Use of the phone is not an excuse to be tardy to class.

## **Section 9      Electronic Listening device Use**

STUDENTS ARE NOT TO USE ELECTRONIC LISTENING DEVICES DURING INSTRUCTIONAL TIME! Electronic listening devices include but are not limited to; cell phones, Ipods, MP3 players etc. If a student is found using of any of these devices during educational time, the device will be confiscated and the student will be subject to disciplinary action as outlined in the section of discipline and behaviors. (Instructional time defined: The period of time between the bells that signify the start and the end of each particular class.)

## **Section 10      Bicycles**

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

## **Section 11      Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to

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

### **Section 12      Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 13      Accidents**

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

### **Section 14      Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 15      Insurance**

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

### **Section 16      Bulletins and Announcements**

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

### **Article 4: Attendance and Absences**

Punctual and regular attendance is an extremely important part of your school day record. All students are required to attend school daily. **State law allows a maximum of 10 absences per semester (excused or unexcused).** A student who engages in excessive absences may be considered truant as per state law Neb. Rev.Stat. 79-201. Truancy is any unexcused absence from school. Not going to school has been linked with delinquent activities, not fitting in with friends, and other educational failure. A lack of commitment to school is also a risk factor for abusing drugs and alcohol, teen pregnancy and dropping out of school. Also youth with truancy issues experience greater feelings of rejection and criticism from their parents and family.

**Absence Procedure-**Parents are asked to call school before 8:30 am if their child will be absent for the day. After 8:30 the student is considered truant and school personnel will attempt to



contact parents. When a student returns to school after an absence they will be issued an admit slip. **Work must be made up within the time allowed on the admit slip. Two school days will be allowed to make up the work for each day missed.** If requested, assignment sheets will be prepared for students who are ill. In this case the school should be contacted no later than noon.

**Reporting and Responding to Truant Behavior**-Any administrator, teacher or member of the board of education who knows of any failure on the part of any child age 7 to 18 to attend school regularly without lawful reason, shall within 3 days report such violation to the Superintendent . The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school.

1. If a student has accumulated absences for a total of 3 days or its equivalence in hours, administration will mail a letter out to the parent/guardian of the student.
2. If a student has accumulated absences for a total of 5 days or its equivalence in hours, administration will make contact with the parent/guardian to schedule a parent meeting. Each attempt of meeting with a parent/guardian will be documented in a logbook.
3. If a student has accumulated absences for a total of 8 days or its equivalence in hours, administration will make contact with parent/guardian to emphasize the importance of attendance. Parents will also be informed of the schools intention to take the attendance issue to the tribal authorities (i.e. tribal court) if 10 absences per semester are reached.
4. If a student has accumulated absences for a total of 10 days or its equivalence in hours, per semester, a meeting will be set with administration, parent/guardian, student and Santee Tribal Court Representative. At this time the student will be referred to Tribal Court for prosecution.

Attendance is a vital part of a child's education. **In order to assure all students are educated appropriately the administration will require 5-12 students having more than 10 absences to attend Saturday School to make up valuable missed time.** K-4 students will make up time before and after school. Students will be monitored for attendance and information will be made available to tribal authorities.

### **Section 3 Tardiness**

**Tardy to School:** Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

**Tardy to Class:** Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. A student in 5<sup>th</sup>-12<sup>th</sup> Grades who misses ten (10) minutes or more of any one class shall be considered absent for that class. A student in K-4<sup>th</sup> Grades who misses ten (20) minutes or more of any one class shall be considered absent for that class. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

**Tardy Policy** Once a student accumulates 10 tardies, the student will receive a day of absence added to their attendance, which will count toward their total.

#### **Section 4 Leaving School**

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

#### **Section 5 Attendance is required to Participate in Activities**

Students must attend school a minimum of 4 periods a day, the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

#### **Section 6 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. Two school days will be allowed to make up the work for each day missed. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as hospitalization, prolonged illnesses, or home recovery required by doctor or clinic.

#### **Article 5 - Scholastic Achievement**

##### **Section 1 - Grading System**

Santee Community School will use the letter grading system as follows in grades 2-12:

A	90 – 100	Excellent
B	80 – 89	Good
C	70 – 79	Satisfactory
D	60 – 69	Needs Improvement
F	Below 60	No Credit Earned

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

##### **Section 2 - Graduation Requirements**

To graduate all students must successfully complete 230 credits/units of course work. Five credits/units of course work represent one completed course during one semester. Ten credits/units of course work represent one completed course during one school year.

Language Arts:	40 credits	English in as 4 year sequence
Social Studies:	30 credits	Government & American History & 1 elective
Science:	30 credits	Physical Science & Biology & 1 elective

Mathematics:	30 credits	to include Algebra and Geometry
Physical Education/Health:	20 credits	
Fine Arts/Practical Arts:	20 credits	
Career Education:	20 credits	
World Language:	20 credits	
Electives:	20 credits	

The following courses are required

### **FRESHMAN**

English I (Literature in Life)  
Math  
Science (Physical Science)  
American History  
Physical Education/Health  
World Language (Dakota)  
Pride

### **JUNIORS**

English III  
Math  
Pride

### **SOPHOMORES**

English II (World Literature)  
Math  
Science (Biology)  
World History  
Physical Education  
World Language (Dakota)  
Pride

### **SENIORS**

English IV  
Government Science  
Pride or approved school to work

Note: Pride classes may be substituted with an approved class, such classes may include but are not limited to: distance learning class, college credit or dual credit class. Approval by the principal is required.

Students will be required to take 7 classes a day, with a minimum of 230 total credits required for graduation. Administration will be authorized to allow exceptions in sequence and for transfer students.

Students failing required classes will be rescheduled during the school year when possible. Students can also be assigned to Saturday School for recovery of required classes. The library will also be open for students in the evening to complete work with teacher supervision. The “E 20/20” computer software program and/or teacher packets will be used for recovery of credits. Summer School is NOT an option for credit recovery in grades 9-12.

### **Section 3 - Promotion, Retention**

The professional staff at Santee Community School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Grade Classification: Students are classified annually according to the following credits:

Freshman: 0 – 49 credits

Sophomore: Students must have earned a minimum of 50 credits

Junior: Students must have earned a minimum of 110 credits

Senior: Students must have earned a minimum of 170 credits

A student may be reclassified at midterm if this helps him/her rejoin their original class.

#### **Section 4 - Schedule Changes**

Students needing schedule changes should notify the counselor or the principal. Schedule changes must be initiated by the students involved and only will be considered if the teachers involved agree. Final approval of all schedule changes will be made by the counselor and/or Principal.

#### **Section 5 - Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning a student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent at three-week intervals and as the teacher determines. Interim or Progress reports will be required to be kept in each student's portfolio. Failure to have progress reports kept properly in individual portfolio's may result in eligibility complications!

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### **Section 6 - Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Students have two weeks after the end of the quarter to make up incomplete work, if approved by the principal, due to an excused absence. After these two weeks the quarter's grade will be computed. If a student is in danger of retention or still carries an incomplete in any course, that student will be assigned to summer school for grades K-8 or Saturday school grades 9-12 to be given opportunity to complete the work and pass the course for credit.

#### **Section 7 Family / Teacher Conferences**

Family / Teacher conferences will be held this year during middle of 1st quarter and middle of third quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, may be scheduled by calling the school office and making arrangements with one or more teachers as needed.

Conferences for the 2012/13 school year are set for: 9/20/2013 & 3/14/2013

#### **Section 8 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be

recognized accordingly:

- i) Students receiving a Grade Point Average (GPA) of 3.6 or higher will be placed on the Superintendent's Honor Roll.
- ii) Students receiving a GPA of 3.2 to 3.59 will be placed on the Principal's Honor Roll.
- iii) All class grades are figured the same for honor roll status.
- iv) Honor roll lists are published in *Niobrara Tribune* each quarter.

## Section 9 Valedictorian and Salutatorian

**Valedictorian** is an academic title conferred upon the student who delivers the closing or farewell statement at a graduation ceremony. Usually, the valedictorian is the highest ranked student among those graduating from an educational institution. The valedictory address generally is considered a final farewell to classmates, before they disperse to pursue their individual paths after graduating.

**Salutatorian** is an academic title given, to the second highest graduate of the entire graduating class of a specific discipline. Only the valedictorian is ranked higher. This honor is traditionally based on grade point average (GPA) and number of credits taken, but consideration may also be given to other factors such as extracurricular activities. The title comes from the salutatorian's traditional role as the first speaker at a graduation ceremony, delivering the salutation (where the valedictorian, on the other hand, speaks last, delivering the valediction). In a high school setting, a salutatorian may also be asked to speak about the current graduating class or to deliver an invocation or benediction. The general themes of a salutatorian speech and valediction are usually of growth, outlook towards the future, and thankfulness.

Qualifications for Valedictorian and Salutatorian, in order to be recognized with the title of Valedictorian or Salutatorian, a student must complete their two (2) final semesters in entirety at Santee Community Schools. Transfer students during their senior year maybe recognized for their outstanding academic achievement, but will not be named as Valedictorian or Salutatorian of that particular graduating class.

## Article 6 - Support Services

### Section 1 - Special Education Identification And Placement Procedures:

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the

reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

#### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

#### Independent Evaluation

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

#### Reevaluation

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

#### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents or guardian.
4. The student (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a ~~good idea~~

required to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

#### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

#### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

#### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team

meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

#### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Santee Community School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Santee Community School District Offices.

### **Section 2      Guidance Services:**

The Santee Community School employs a guidance counselor for the purpose of assisting with the District's testing program and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 3      Health Services:**

#### Student Illnesses

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

#### Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

#### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students



entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

#### Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

#### Vision Examination

A visual evaluation is required within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

A printed or typewritten statement signed by a physician, physician assistant, advanced practice registered nurse, or optometrist indicating that a visual evaluation was administered on a specific date within the previous six months on a specifically named child constitutes sufficient evidence of a visual evaluation within the six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school. The statement must verify that the visual evaluation consisted of testing:

1. For amblyopia;
2. For strabismus;
3. For internal and external eye health; and
4. Sufficient to determine visual acuity.

A parent or guardian may reject a vision examination and are required to submit a written objection in writing to a visual evaluation of a child signed and dated by a parent or guardian of the child may be submitted to the local school.

#### Immunizations

**Each student must be protected by immunization against the following diseases, unless otherwise exempted from this requirement :**

- Measles Diphtheria
- Invasive pneumococcal disease
- Mumps
- Tetanus
- Rubella
- Pertussis

- Polio Haemophilus Influenzae type b (Hib)
- Hepatitis B
- Varicella

For the purposes of complying with the requirement of immunization against the diseases listed above:

Students 2-5 years of age enrolled in a school-based program not licensed as a child care provider are considered to be immunized if they have received:

3 doses of hepatitis B vaccine;

4 doses of DTaP, DTP, or DT vaccine;

3 doses of polio vaccine;

1 dose of MMR vaccine given no earlier than 4 days before the first birthday;

3 doses of hib vaccine or 1 dose of hib vaccine given at or after 15 months of age;

1 dose of varicella vaccine; and

4 doses of pneumococcal vaccine or 1 dose of pneumococcal vaccine given at or after 15 months.

All students from Kindergarten through 12<sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students are considered immunized if they have received: 3 doses DTaP, DTP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age;

3 doses of polio vaccine;

2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days;

3 doses of pediatric hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age;

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; and

Additionally, for 7<sup>th</sup> Grade Only,

1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Students must show proof of immunization upon enrollment in Santee Community School. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

#### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Santee Community School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

### Guidelines for Head Lice

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

1. Children will not be sent home from school due to head lice or nits. Head lice has been determined as not a contagious condition by the American Academy of Pediatrics and recommends that students not be excluded from school due to head lice.
2. Head Checks will still be completed on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month by Health Office Personnel Only. Those children identified as having live head lice or nits are not considered as unclean or to be kept from activities or school. Parents and/or guardians will be notified of the condition and the Health office Staff will provide written treatment information and instructions, including how to check and identify head lice and provide treatment shampoo provided by the Santee Health Clinic.
3. Chronic conditions or episodes of head lice resulting in 4 or more episodes per semester will result in a family meeting including the parent/guardian, health office personnel, and the principal.
4. Families are encouraged to report episodes of head lice to the school health office.

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

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

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

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

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

#### Drug and Alcohol Use and Prevention.

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

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

All students are provided age appropriate, developmentally based drug and alcohol education

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

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to 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.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs with consultation of the H.E.A.R.T. program. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

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.

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

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

Conduct prohibited at places and activities as hereinabove 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 sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

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

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

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

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

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

**Authorized Use:**

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

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested

to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**

The Santee Community School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

**Administration:**

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

Safe and Drug-Free Schools-- Parental Notice

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

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

### Section 1 Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Santee Community School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Santee Community School will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Santee Community School Rules and Policies will result in DISCIPLINARY ACTION. *Administration will deal with infractions on a case by case basis using consequences according to the infraction and the number of infractions.*

### Part 1 Forms of School Discipline

#### Short-Term Suspension:

Students may be excluded by the Superintendent / Principal or his/her designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Santee Community School Board of Education, which occur on or off school grounds, if such conduct interferes with school purposes.

The following process will apply to short-term suspensions:

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

#### Long-Term Suspension:

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



## Expulsion:

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

for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

### Other Forms of Student Discipline: BIST

The BIST process is the district's adopted discipline plan which focuses on students making good choices that will enhance the educational process of all the students.

We know that students need relationship, predictability and consistency in order to be successful. An essential component to student success is communication and support with parents. The Behavior Intervention Support Team (BIST) encourages this communication within the framework of the BIST Model.

The BIST Model is a unique outreach program of Ozanam, providing consultation to hundreds of teachers throughout the Midwest. The mission of BIST is to create a positive change toward a safe and productive learning environment for all.

## **GRACE**

We accept:

- You
- Your problems
- Your pain
- Your needs

## **ACCOUNTABILITY**

Guiding students to look at what problems the behaviors create in the student's life.

There are five levels to Accountability:

1. I did it
2. I'm sorry
3. It's part of a problem in my life
4. I accept consequences
5. I accept and need help

The purpose of the BIST Model is to partner with students when they are struggling and help them be accountable for their actions to make changes in their life. BIST is designed to teach and protect students, via GRACE and ACCOUNTABILITY so that students can demonstrate the Goals For Life and make good choices.

**Goals For Life:**

- **I can be angry or overwhelmed and not get in trouble.**
- **I can be okay even if others are not okay.**
- **I can do something even when I don't want to.**

# The BIST Model

Providing what students need:

## Early Intervention (When)

- It's never okay to be disruptive.
- It's never okay to be hurtful.

A commitment by adults to the standard listed above. A student will be asked one time per activity to stop a behavior that is disruptive or hurtful. Adults will intervene quickly if a student cannot meet this standard.

## Caring Confrontation (How)

- "I see...(disruptive behavior)"
- "Can you...(desired behavior)"
- "Even though...(student's feeling)"

Caring confrontation is a language of partnership when intervening with a student's disruptive or hurtful behavior.

## Protective Plan (What)

Teaching replacement skills and practicing the Goals For Life through written strategies that provide support and accountability for the student to help him/her manage their behavior and be successful.

## Outlasting the Acting Out

Providing relationship, support and accountability when a student is struggling to maintain the standard and meet his/her Goal For Life.

# BIST Concepts:

**Safe Seat**-A seat in the classroom away from other students to help the student regroup, process with the adult and join the class.

**Buddy Room**-A seat in another teacher's classroom to help a student regroup, complete their think sheet, process with the adult so they may return to the safe seat.

**Recovery/Focus Room**-A place in the school where students can go to stop acting out, calm down, prepare an apology and create a plan to make better choices for themselves.

**Think Sheet**-A tool that the student completes to help him/her take ownership of the problem and create a plan to be successful.

**Processing**-Questions that the adult asks the student so he/she may take ownership, practice skills and create a plan to make better choices.

**Target Behavior Sheet**-A daily visual of goals the student is working on to make life changes.

**Triage**-Daily "check in" with an adult to assess emotions, establish focus about what it means to have a good day and formulate solutions if problems occur.

**Class Meeting**-Weekly meetings facilitated by the adult to help students solve problems, plan events and maintain a positive classroom community.

**Goals for Life**-Goals that we help students obtain so that they may have the life they want and deserve.

- **I can be angry or overwhelmed and not get in trouble.**
- **I can be okay even if others are not okay.**
- **I can be do something even if I don't want to.**

**Replacement Skills**-Desired student behaviors that are practiced during triage so the student can be successful at school.

## When Your Child Gets A Think Sheet:

What you can do	What you don't have to do
<ul style="list-style-type: none"> <li>• <b>Talk with your child about what happened</b></li> <li>• <b>Talk about their plan to keep from having this problem again</b></li> <li>• <b>Review the goal and/or replacement behavior your child is working on</b></li> <li>• <b>Practice what it will look like to be successful</b></li> <li>• <b>Call the teacher to discuss the plan to help your child</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Be angry with your child</b></li> <li>• <b>Punish him/her</b></li> <li>• <b>Take away items</b></li> <li>• <b>Feel guilty</b></li> </ul>

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, and/or restriction of extracurricular activity. 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.

For student behavior that a teacher cannot reasonably deal with in the classroom, the teacher will initiate a Discipline Referral on GoEdustar (Student Management System) and will bring or send the student to the office at the same time notifying the office using our on-line messaging system PIDGIN. When the student leaves, or if the student refuses to leave, the teacher will access PIDGIN on his or her computer and inform the office. In case of resistance, the administration or designee will come to the classroom to remove the student.

The student will be allowed to present his/her side of the situation, without interruption to an administrator or designee. Under no circumstance shall the student be allowed to return to class until a meeting is held. In this regard the student will be given due process. At the meeting, with administrator or designee, a decision will be made as to whether a student shall be sent home or will be allowed to stay in school that day. Parents will be notified by telephone or in writing of a school problem concerning the student. In all instances, however; teacher referral information and the student's response will be provided to the parents.

If the student is to remain in school, administration will assign them to In School Suspension. Here the student will be given a cooling off period of time and will be allowed to continue their assignments for the day in this area. This will be an opportunity for the student to reflect on their behavior, to complete assignments, and will allow the rest of the students in the regular classroom to work without disturbance. There will be a comfort level for all concerned.

## Part 2 Discipline Plan

### **Consequences** (the effect, result, or outcome of something occurring earlier)

1. Warnings may be verbal and/or written.
2. Retraining is an out of class session where a student will observe and practice the correct behavior. The student is responsible for turning in the assignment for that day and getting the assignment for the next day. If the student does not report for retraining the second time, they will be suspended or receive detention.
3. Restrictions can be, but are not limited to, detention and/or removal from class or school activities. A pupil may also be restricted to the school building up to one hour after regular dismissal time.
4. Suspension is a temporary removal of the student from all school classes and activities. Suspension may be served "in school". The school district will adhere to state statute in due process to all students before a suspension occurs. Suspension shall be made only after the principal has made an investigation of alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have and an opportunity to present his/her version. Within twenty- four hours or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student and the student's parents/guardians describing the student's conduct, misconduct, or violation of the rule or standard and the reason for the action taken. The principal may hold a conference with the parents/guardians before or at the time the student returns to school. All short-term suspensions of up to five days will begin immediately after the principal holds an oral conference with the student.
5. Expulsion will follow due process as outlined by the state.
6. Restitution is replacing, repairing, or paying for the cost of returning property to original condition. Transcripts, diplomas, and/or schedules for the following year will be held until restitution is made.
7. Confiscation of illegal materials will be permanent.
8. A student may be dismissed from class for gross misbehavior. Should this occur he/she would remain outside the classroom situation for a period of three days in which interim the principal, parent/guardian and staff person involved will discuss the circumstances surrounding the problem, and develop a workable solution. Should a student be dismissed from a class a second time, he/she will be removed from the class receiving no credit. Removal from two classes will involve suspension from school, the time removed determined by the principal.

### **Code of Conduct**

Students are encouraged to help make their time at Santee High School both pleasant and beneficial. Students are expected to:

- Act in a responsible manner following all rules and regulations of Santee High and the Santee Community Schools.
- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.

- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

Following is the guide used by Santee High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

### **ISS=In School Suspension, OSS= Out of School Suspension**

- The level of violence may affect the length of suspension.
- If both students “swing”, both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>A1</b> Assault on student without injury	ISS 1-3 days. Notify parents and/or police.	3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 1-3 days
<b>A2</b> Assault on student with injury	ISS 3-5 days. Notify parents and police. .	ISS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Recommendation for expulsion.
<b>A3</b> Assault on school personnel, with or without result of injury	ISS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 3-19 days. Notify parents and police. Possible recommendation for expulsion.	OSS 3-19 days. Notify parents and police. Possible recommendation for expulsion.
<b>A4</b> Fighting	ISS 3-5 days. Notify parents and/or police.	OSS 3-5 days. Notify parents and/or police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and/or police. Recommendation for expulsion.
<b>A5</b> Threats, intimidating, or menacing another student including hazing.	ISS 1-3 days. May be OSS 1-3 days. Notify parents, may notify police.	ISS 3-5 days. Notify parents, may notify police..	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.
<b>A6</b> Cyber Bullying	SS 1-3 days. May be OSS 1-3 days. Notify parents, may notify	ISS 3-5 days. Notify parents, may notify police..	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion

<b>A7</b> Threats, intimidating, or menacing school personnel.	ISS 1-3 days. Notify parents and/or police.	ISS 3-5 days. Notify parents. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion
<b>A8</b> Swearing at school personnel	ISS 1-3 days. Notify parents and remove from the class.	ISS 3-5 days. Notify parents. Possible recommendation for expulsion.	OSS 1-3 Recommendation for expulsion.
<b>A9</b> Initiating threatening calls to school, i.e. bomb threats, etc.	OSS 5-19 days. Notify parents, police, and fire marshal. Recommendation for expulsion.		

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO2 propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

From the Santee Community Schools Standards for Student Behavior:

Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term “firearm” as described In 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device.

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as

- particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>B1</b> Weapon	OSS 5-19 days. Retain the object. Notify parents and police. Possible recommendation for expulsion.	Retain the object. Notify parents and police. Recommendation for expulsion.	
<b>B2</b> Firearm	Mandatory 1 calendar year expulsion.		
<b>B3</b> Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>C1</b> Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/imitation	ISS 3-5 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	OSS 3-5 days Recommendation for expulsion.	OSS 5-10 Recommendation for expulsion.
<b>C2</b> Not leaving prescriptions and/or medications in the office. Carrying on person.	1-3 day ISS and/or 1-3 day OSS	3-5 days ISS and/or OSS	5-10 days ISS or OSS
<b>C3</b> Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind	OSS 5-19 days. Notify police. Recommend drug/alcohol evaluation.	5-19 OSS and/or recommendation for expulsion..	
<b>C4</b> Possession of drug paraphernalia and or sale of.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion. Refer to Clinic/HEART Program	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion. Refer to Clinic/HEART Program	Recommendation for expulsion. Refer to Clinic/HEART Program



<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>D1</b> Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
<b>D2</b> Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>F1</b> Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
<b>F2</b> Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
<b>F3</b> Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>G1</b> Smoking or use of tobacco products.	ISS 1-3 days. Notify parents. Refer to Clinic/HEART Program.	OSS 3-5 days. Notify parents. Refer to Clinic/HEART Program	OSS 5 days. Notify parents. Refer to Clinic/HEART Program
<b>G2</b> Possession of matches, lighter, or cigarettes.	Confiscation of matches, lighter, or cigarettes. Notify parents.	ISS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	OSS 1-5 days. Confiscation of matches, lighter, or cigarettes. Notify parents.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>H1</b> Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 5 days. Notify parents.
<b>H2</b> Visual harassment: offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May ISS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>H3</b> Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

**\*\*\*\*Please refer to the Santee Community Schools policy included in Student Rights and Responsibilities. The victim may take action beyond the scope of building discipline in regards to harassment.**

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>I1</b> Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	ISS 1-3 days. Notify parents.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>I2</b> Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Conference with administrator.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>I3</b> Disruption while in ISS	OSS for the remaining days of suspension.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
<b>I4</b> Use of electronic devices i.e. beepers, radios, tape players, laser pointers, etc.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the school day.	Confiscate device. Conference with administrator. Device may be reclaimed by parent/guardian.	Confiscate device. Conference with administrator. Device no longer allowed. Parent to pick up and a one-day ISS for each violation thereafter.

<b>I5</b> Use of cell phones & Electronic listening devices. (if in violation of electronic device policy.)	Confiscate and turn in to the office. Only a parent or legal guardian may pick up the phone.	Confiscate and turn in to the office. Only a parent or legal guardian may pick up the phone. A detention will be assigned to the student.	Confiscate and turn in to the office. Only a parent or legal guardian may pick up the phone. An in-school suspension will be assigned to the student.
<b>I6</b> NO SHOW to after school detention assigned by an administrator.	Assignment to 2 detentions and/or ISS.	ISS and notify parents.	
<b>I7</b> Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
<b>I8</b> <b>Fraudulent use of school or public phone</b>	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 3-5 days. Notify parents. May notify police.
<b>I9</b> <b>Buying or selling food, drinks, or any unauthorized use of a student id</b>	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
<b>I10</b> <b>Falsifying or altering signatures.</b>	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
<b>I11</b> <b>Gambling in any form: pitching coins, dice, wagering with cards, etc.</b>	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
<b>I12</b> <b>Wrongful use of skateboard, roller blades, bicycles, etc. on school property</b>	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
<b>I13</b> <b>Truancy (1-3 periods)</b>	Detention. "0" for class work due or done in class. Notify parents.	Detention. Parent Conference may be requested. "0" for class work due or done in class. Notify parents.	Loss of credit and dropped from the course and assigned to study hall.
<b>I14</b> <b>Truancy (More than 3 periods)</b>	1-3 days ISS. "0" for class work due or done in class. Notify parents.	ISS/OSS 1-3 days. "0" for class work due or done in class. Notify parents.	ISS/OSS 3 days. Loss of credit and dropped from the course and assigned to study hall.
<b>I15</b> <b>Unauthorized entry into any unattended school area</b>	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.
<b>I16</b> <b>Loitering</b>	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
<b>I17</b> <b>Leaving school without following procedure</b>	Detention. Student will be marked unverified.	May ISS 1-3 days. Student will be marked unverified.	ISS 1-3 days. Student will be marked unverified.

<b>I18</b> <b>Unprepared for class</b>	Warning issued to student. Teacher follows school's accepted policy.	Student/teacher contract. Copies to counselor and principal. Teacher notifies parent.	A parent conference must be held with the teacher.
<b>I19</b> <b>Cheating</b>	"0" points for the day's activity. Teacher notifies the parent.	F in the course. Parent conference and loss of credit.	
<b>I20</b> <b>Willful violation of automobile/motor- cycle procedures parking and/or driving</b>	Police may be notified in cases of improper driving. Notify parents.	Loss of parking privileges. Police may be notified in cases of improper driving. Notify parents.	
<b>I21</b> <b>Willful violation of other school rules and regulations (i.e. outside vendor food, dress code, etc.)</b>	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. May include ISS. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	
<b>I22</b> <b>Violation of lunch hour driving/walking rules</b>	Loss of privilege to drive/walk at noon.	1-5 days ISS.	1-5 days ISS/OSS.
<b>I23</b> <b>No show for Teacher detention/seminar</b>	Detention/Seminar. Original detention served with teacher. Parent contacted by teacher.	Detention. Original detention served with teacher. Parent contacted by teacher.	ISS 1-3 days. Original detention served with teacher. Parent contacted by teacher.
<b>I24</b> <b>Misconduct for a Guest Teacher</b>	Detention. Parent contacted by teacher.	2 Detentions. Parent contacted by teacher.	ISS 1-3 days. Parent contacted by teacher.
<b>I25</b> <b>Continual violation of school rules</b>	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.

## Grievance Procedure

In some instances a student may feel justified in questioning a school official's decision with regard to grades, disciplinary action, or general welfare. To facilitate communication and proper channels of command, it is felt a procedure well spelled out would be helpful. Therefore the following guide has been developed. "Days" as referred to in these procedures mean school days (Monday, Tuesday, Wednesday, Thursday, and Friday).

**Level I** - Aggrieved student will see a staff member involved in a private conference. The time and place should be arranged and agreed upon by both parties. Two days prior to such conference the aggrieved party (student) will submit to the staff member a brief indicating the nature of the grievance. Within three days following the conference with the aggrieved (student), the staff member will submit to the student a written decision regarding the grievance.

**Level II** - If the aggrieved is not in agreement with the staff member's decision, he/she may appeal it to the principal within three days of receipt of decision. Within five days of receipt, the principal will rule on the appeal and submit his decision in writing to the aggrieved.

Level III - If the aggrieved is not satisfied with the decision, he/she may appeal the decision to the superintendent of schools. The aggrieved has five days to appeal upon receipt of the principal's decision. The superintendent in cooperation with the Board of Education will reach a decision within seven days or three days before the next upcoming school board meeting whichever occurs sooner.

Level IV – The aggrieved may be placed on the agenda of the regular school board meeting with the right to defense by an attorney and cross-examination of person/persons accusing. All proceedings of such a meeting are confidential and shall be reduced to writing not to contain evidence other than that arising from the original grievance. With regard to district chain-of-command, the decision of the school governing body (board) is final.

## **Part 2 Student Conduct:**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Santee Community School, all students are expected to refrain from the following conduct:

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person may not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance

represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency.

8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;

10. 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;

11. Willfully violating the behavioral expectations for those students riding Santee Community School buses.

12. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

13. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.

14. In addition, a student who engages in the following conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event may be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,

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

15. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

**Bringing a firearm or other dangerous weapon to school for any reason is not permitted.**

**Additional Student Conduct Rules:**

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

18. **Student Appearance Policy:**

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

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, practice shirts, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits, nudity makes sexual references or carries double meanings.

Students who have been asked to abide by any of the above rules and do not choose to follow direction will be subject to Code I25 dealing with students who continually violate school rules.

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

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

**19. Harassment and Bullying Policy:**

It is the policy of Santee Community School that "bullying" type behavior is not to be permitted (e.g. hurtful teasing, deliberately leaving students out of activities, threatening gestures or actions, name-calling, hitting/kicking or inappropriate touching). Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

**20. Public Displays of Affection:**

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

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense and successive offenses: Student will be given a written referral for inappropriate behavior.

**21. Specific Rule Items:**

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students are not to leave classes without a pass. Students in the hallway during class time must be able to show their pass.
- b. **Gum, candy, seeds, pop, etc. are not allowed** in the school building or classrooms. The vending machine is closed until after school.
- c. Students are expected to bring all books and necessary materials to class.



- d. Students are not to bring items to school not required for educational purposes. They will not be allowed in the classroom and the school will not be responsible for their safety. These items are classified as “nuisance items” and include, but are not limited to: a) personal stereos, b) cell phones, and c) laser pointers. **The item(s) will be impounded and parents will need to retrieve it(them) from the school, during school hours. If the student refuses to relinquish the item(s), the student will be disciplined accordingly, based on the severity and/or the number of infractions.**
- e. Snow ball throwing or fights are not allowed. This is to prevent injury.

22. **Network, E-Mail, Internet and Other Computer Use Rules:**

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and

students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not use the computer for unlawful purposes, such as hacking, illegal copying or installation of unauthorized software.
- (ii) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (iii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iv) Users shall not use or try to discover another user's account or password.
- (v) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (vi) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vii) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (viii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (ix) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (x) Student users will not use the Pidgin or other Instant Messaging communication service. It is strictly a communication device for teachers and staff. Violators will lose computer privileges for the duration of the semester.
- (xi) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

- (xii) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xiii) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access,

suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

- (e) Staff, Student and Parent Agreements: Students and parents are required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

### **Part 3 Reporting Student Law Violations:**

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

### **Part 4 Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

- 1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
- 2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational

function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the 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.

3. The Principal or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure:**

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

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

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the

entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

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



## **Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1      Extra-Curricular programs:**

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

Extra-curricular activities at Santee High School: The following are examples of, but not limited to Sports, Prom, Homecoming, Speech, Drama, One-Acts, County Government Day, Senior Trip, etc.

General definition of extra-curricular activities, are activities performed by students that fall outside the realm of the normal curriculum of school education.

Such activities are generally voluntary as opposed to mandatory, non-paying, social, as opposed to scholastic, and often involve others of the same age. Students often organize and direct these activities under faculty sponsorship.

### **Section 2      Activity Philosophy:**

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

#### Safety

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

will be allowed to travel in the school vehicle.

### Insurance

Santee Community School provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right.

### **Section 3      Activity Code of Conduct:**

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

### Grounds for Extracurricular Discipline

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

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

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

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

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

- or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
  6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
  8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term “under the influence” for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, “possession” of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in “possession” of the items as well).
  9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
  10. Truancy or failure to attend assigned classes or assigned activities.
  11. Tardiness to school, assigned classes or assigned activities.
  12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
  13. Public indecency.
  14. Repeated violation of any of the rules adopted by the school district or the school.
  15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
  16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
  17. Willfully violating the behavioral expectations for those students riding Santee Community School buses.
  18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
  19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was

necessary to protect some other person and the extent of force used was reasonably believed to be necessary.

20. Failure to participate in regularly scheduled classes on the day of an athletic/activity event, unless determined differently by administrator.
21. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
22. All other reasonable rules or regulations adopted by the coach or supervisor of a extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
23. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and alcohol violations:

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

Verified use, regardless of location, of illegal drugs, including tobacco and alcohol, will result in a one week activity suspension on the first incident, two week activity suspension on the second incident, and a remainder of the year activity suspension on the third incident. Prevention classes/counseling will be required.

Attendance and Academics:

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

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, four periods of the day on day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing and or personal or phone contact. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

#### **Section 4 Academic Grade Standard for Activities Participation:**

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

1. Maintain passing grades in all but one required courses during regular season play.
2. Receive no more than two behavioral referrals per week.
3. Students eligibility for participation is initially based upon the student carrying forward from the previous semester at least 20 credit hours.

#### **Section 5 Student Fees Policy:**

The Board of Education of Santee Community School has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies: This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Personal or consumable items: Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials required for course projects: Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student.

Extracurricular Activities: Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, may be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students may have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

Breakfast and Lunch Programs. Santee Community School provides breakfast and lunch to all its students who are either on a free or reduced lunch program. Students may bring their lunch from home if they prefer, bringing pop is not permitted.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

### **Senior Trip Policy**

#### **Trip Structure:**

The senior trip shall be limited by the funds available to the senior class and shall be a maximum of 4 days and 3 nights, and be taken the week preceding graduation. The senior sponsors will meet with the seniors and determine the choice of location for the trip with a majority vote and report their choice no later than November 16, 2012 to the principal. The itinerary will need to be approved by the Principal, and a detailed plan will be presented to Dr. Sellon no later than one (1) week prior to the December 2012 school board meeting. Then if approved by the Superintendent the senior class sponsor will present it to the Santee Board of Education during the 2012 December board meeting.

The senior sponsors shall submit a final, specific outline of the trip, itinerary and logistics to the principal no later than February 1, 2013. It will be the senior sponsors responsibility to update the itinerary if a change occurs. (The senior trip will not happen until all items on the itinerary are approved.)

#### **Eligibility:**

All seniors are eligible to attend the senior trip providing they:

1. Are in good disciplinary standing.
2. Have fulfilled the obligations of their Senior Contract.
3. All graduation requirements must be fulfilled.

Any student judged to be ineligible by the sponsors and/or the administration for disciplinary reasons may appeal this decision, in writing to the Santee Board of Education.

### **Sponsor Responsibility:**

Sponsors shall have the following information with them on the trip:

1. Principal and Superintendent home/cell telephone numbers.
2. Parental medical release forms and permission forms.
3. Specific student medical problems and/or medication requirements.
4. Outline of method by which problems will be handled. Such as:
  - a. Alcohol or drugs.
  - b. Disciplinary problem.

### **Student Control and Management:**

1. Any sort of drinking or use of drugs will result in the student's immediate removal from the class trip.
2. Any student involved in any legal problem in which law enforcement officials may be involved will be subject to removal from the trip. Parents will be contacted by the sponsors and asked to pick up their son/daughter as soon as possible. If they cannot do so or refuse to do so in a speedy manner the sponsors are to contact the school administration and they will pick the student up and deliver him/her to their parents.

Students will be expected to behave in a mature orderly fashion with an understanding that they are representing not only Santee Community School but their community as well.

### **General Rules:**

1. No drinking of alcoholic beverages of any kind.
2. No use of any form of drugs.
3. No gambling.
4. No smoking or use of tobacco products.
5. No visiting of boys in girls' rooms, or girls in boys' rooms.
6. No thievery or needless destruction of property.
7. No conduct unbecoming to gentlemen or ladies, which will reflect unfavorably on you, your group, your school or your community.
8. Luggage and rooms may be checked by sponsors when the sponsors think it is necessary.

## **Article 10 - State and Federal Programs**

### **Section 1 Santee Community School District-Annual Asbestos Notification**

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) 40 CFR



§763.84.c and in compliance with the EPA standards, the Santee Community School District is required to notify parents, teachers, vendors, contractors, staff and other employees each year of the availability of Asbestos Management Plans which documents all performed or planned asbestos related inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities within the school district. A copy of this Asbestos Management Plan is available for your review at the Districts Superintendent's Office. Users of the District's buildings, both children and adults, have not and will not be exposed to any level of free and harmful asbestos. Covering, enclosing and/or encapsulation have provided the necessary protection from any possible hazards. A periodic surveillance of all school building has occurred every six months since the original inspection and a completed re-inspection of each school building is completed every three years. The Asbestos Management Plan includes the results of each periodic surveillance and the most recent re-inspection as well as documentation of asbestos related activities. If you would like additional information regarding the District's Asbestos Management Plan please contact the Designated Asbestos Compliance Coordinator at Santee Community School District, 402-857-2741.

**Section 2 Notice of Non-discrimination:**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Santee Community School, and all others who interact with Santee Community School are hereby notified that the Santee Community School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

**Section 3 Designation of Coordinator(s):**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person who is designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Santee Community School, 206 Frazier Ave E, Niobrara, NE 68760, (402) 857-2741.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the	Discrimination, harassment or	Superintendent

Rehabilitation Act and the Americans with Disability Act (ADA)	reasonable accommodations of persons with disabilities	
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

#### **Section 4      Anti-Discrimination & Harassment Policy:**

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

#### Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

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

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

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

#### Complaint and Grievance Procedures:

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

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

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

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

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

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

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

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

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

regarding the request for

provided to the parent or eligible student when notified of the right to a hearing.

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

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

#### NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made

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

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

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

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

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Santee Community School will give parents/guardians the following information about their child's classroom teacher:

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

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

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

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of

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

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

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



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

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

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

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

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

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

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

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

## **Section 9      Parental Involvement Policies:**

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

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

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

**B. Title I Parental Involvement Policy:**

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Santee Community School has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

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

**Policy Involvement:** Each school served under the Title I program shall:

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

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's

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

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

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

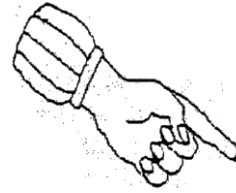
## Title I Compact

### **STUDENT**

Education is important to me by  
Helping me become a better person.

#### **I will do my best to:**

1. Come to school prepared to learn and return completed homework on time.
2. Work cooperatively with my classmates and teachers.
3. Show respect for myself, my school and all other people.
4. Ask for help when I need it.
5. Obey all school rules.



### **PARENT/CARING ADULT**

Participation in a child's education  
Will help his/her achievement and attitude.

#### **I will do my best to:**

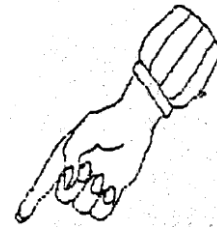
1. Provide a home environment that encourages my child to learn.
2. See that my child attends school regularly and on time.
3. Talk with my child about his/her school activities every day.
4. Insist that all homework assignments are completed.
5. Communicate and work with teachers and school staff to support and challenge my child.

### **SCHOOL STAFF**

A child's school experience is important in  
His/her development as a person.

#### **We understand our role at school and will do our best to:**

1. Be aware of the needs of your child.
2. Provide a safe, positive and healthy learning environment for your child.
3. Respect the cultural differences of students and their families.
4. Come to school prepared to provide the best education we can.
5. Maintain open lines of communication with each child and his/her family.
6. Help each child grow to his/her fullest potential.



**Section 10 Homeless Students Policy:**

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

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

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

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

which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Santee Community School, and the homeless child continues to live in the Santee Community School, transportation to and from the school or origin shall be provided by the Santee Community School; and (2) if the homeless child lives in a school other than the Santee Community School, but continues to attend the Santee Community School based on it being the school of origin, the new school and the Santee Community School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

#### **Section 11     Breakfast and Lunch Programs:**

The Santee Community School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice) or (800) 877-8339 (TTY). USDA is an equal opportunity provider and employer.



**Santee Community School**  
206 Frazier Ave. E.  
Niobrara, NE 68760  
(402) 857-2741 fax- (402) 857-2743  
2011-2012

~~~~~PARENTAL CONSENT Page 1 of 2 ~~~~~

Please write your initials on the boxes that you are allowing consent and are aware of the terms & conditions:

- ☐ **PERMISSION TO TRAVEL:** I give Santee Community School my permission to transport my student to attend any activity that requires transportation. By checking this box the parent/guardian allows Santee Community School permission to provide transportation to any school activity and etc. without further notice. Advance notice will be routinely sent out to inform you that a trip is being planned and that we will be providing the transportation. Some trips will require additional permission forms & parental consent/signature.
- ☐ **CONSENT FOR SCHOOL COUNSELOR ASSISTANCE:** I give permission for my student to see the school counselor. I understand that anything that may be said during these meetings is confidential.
- ☐ **PHOTO RELEASE:** I hereby agree to allow Santee Community School employees or contractors to take photographs of my child or ward. I further agree that these photographs may be used for professional education purposes, including but not limited to flyers, brochures, advertisements, press releases, newsletters, school web page, technology projects, reports or other legitimate purposes to enhance, further, promote or better meet the stated goals of Santee Community School.
- ☐ **RELEASE OF INFORMATION:** I hereby agree to allow Santee Community School authorization for release of information in the possession of Santee Tribal Police and other authorities. This information may include, but is not limited to, arrests and/or convictions for a child, and/or any other information such as witnesses' statements and police reports, which are or may come into the possession of the Santee Tribal Police.

By signing this form you are agreeing to complete terms under which box/boxes you marked. This form will remain in your child's permanent folder. In order to default any of these terms Santee Community School must receive your request in writing.

**RECEIPT OF 2011-2012 PARENT-STUDENT HANDBOOK  
OF Santee Community School**

This signed receipt acknowledges receipt of the 2011-12 Parent-Student Handbook of Santee Community School. This receipt acknowledges that it is understood handbook contains:

|                                                  |                             |
|--------------------------------------------------|-----------------------------|
| Notice of Nondiscrimination                      | Discipline Policy           |
| Attendance & Tardy Policies                      | Computer & Internet Usage   |
| Grievance Policy                                 | Title I Compact             |
| Sexual Harassment Policy                         | Student Fees                |
| Firearms & Weapons Policy                        | Protection of Pupil Rights  |
| Special Education Identification Procedure       | Grading Policy              |
| NE Department of Education Complaint Procedure   | Student Directory Policy    |
| Student & Parent Rights under 504                | Safe & Drug Free School     |
| Notice of Student & Parent Rights (FERPA)        | Ed. of the Homeless Student |
| Parent & Guardian Involvement & Family Ed Rights |                             |

The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. By signing this form, you are acknowledging that you have had the opportunity to read and review the Title I Compact contained in the handbook provided by Santee Community School.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as a Parent or Guardian of a student attending Santee Community School have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in Board Policy or Administrative regulation. This notice is being provided to you pursuant to the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86 both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and the possession, use or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

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

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

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

Return to:

Santee Community School, 206 Frazier Ave East Niobrara, NE 68760-7213

OFFICE USE: ☐ check off Internet Usage in Goedustar  
☐ Email Information to Technologist for Student Log on to Internet

