

**2019-2020**

# **Student Handbook**

**Santee Community School**



**WARRIOR PRIDE**

# STUDENT HANDBOOK OF SANTEE COMMUNITY SCHOOLS 2019-2020

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# Santee Community School Student Handbook

## 2019-2020 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 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, as well as state and federal statutes and regulations.

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

Steve Moose, Board President	<a href="mailto:stevemoose@santeeschools.org">stevemoose@santeeschools.org</a>
Donnie Pike, Vice President	<a href="mailto:dpike@santeeschools.org">dpike@santeeschools.org</a>
Rosella Whipple, Secretary	<a href="mailto:rwhipple@santeeschools.org">rwhipple@santeeschools.org</a>
Lizzie, Swalley, Treasurer	<a href="mailto:lswalley@santeeschools.org">lswalley@santeeschools.org</a>
Cindy Whipple, Member	<a href="mailto:cwhipple@santeeschools.org">cwhipple@santeeschools.org</a>
DeWayne Wabasha, Member	<a href="mailto:dwabasha@santeeschools.org">dwabasha@santeeschools.org</a>

### Section 3 Administrative Staff

Justin Hayes, Superintendent	<a href="mailto:jhayes@santeeschools.org">jhayes@santeeschools.org</a>
Cindy Nagel, PK-6 Principal	<a href="mailto:cnagel@santeeschools.org">cnagel@santeeschools.org</a>
Manee Lor, 7-12 Principal	<a href="mailto:mlor@santeeschools.org">mlor@santeeschools.org</a>
Joan Stewart, Early Childhood Director	<a href="mailto:jstewar@santeeschools.org">jstewar@santeeschools.org</a>
Angie Corderman, Special Education Director	<a href="mailto:acorderman@santeeschools.org">acorderman@santeeschools.org</a>

### Section 4 Teaching Staff

Name	Title
Lowell Brown	High School Science
Matt Chambers	STEM Lab Coordinator
Nancy Crosley	CTE Coordinator
Jessica Crossman	2nd Grade
Tashina Denney	Little Warriors PreK Teacher (3-Year-Olds)
Rachel DeWitt	Infant / Toddler Teacher
Jessica Fischer	Kindergarten
Kristine Flyinghawk	Family and Consumer Sciences
Misty Frazier	Dakota Language
Dr. Irene Graves	Vocational Agriculture
Ken Hajek	K-3 & 7-12 P.E.; Futures Academy; & Activities Director
Lauren Heyden	1st Grade
Bridget Hively	ELA / World Language
Leah Hrbek	3rd Grade
Harold Jones	4-12 P.E. & Futures Academy
Lisa Jurries	High School Social Studies
Tammy Kester	Title I Services



Amber Knight	K-12 Music
Christy Koehler	K-6 SPED
Dr. Teri Kramer	High School ELA
Lisa Kuipers	Infant and Toddler Teacher
Ruth LaPlante	4-6 Science
Sam Matzke	High School Intervention
Raya Nagel	4-6 ELA
Kim Nelson	Business
Ken Newcomb	6-8 Math
Donna Nielsen	Librarian
Patricia Peterson	7-12 SPED
Emily Romkema	High School Math
Mary Snowdon	Guidance Counselor
Kami Soukup	K-8 SPED
Tori Stevens	K-12 Art
Joan Stewart	Early Childhood Director/3 & 4 yr old Teacher
Breann Sweeney	4-6 Math
Kristen Tucker	7-8 ELA / Social Studies

## Section 5      Support Staff

Name	Title
Ruth Bathke	Administrative Assistant/Data Steward
Sara Bathke	ICU Lifeguard
Mari Biehl	Instructional Coach
Liz Brandt	Front Office
Chelsey Chohon	School Nurse
Sherri Coffman	Kitchen

Alonzo Denney	Intervention Paraeducator
Darrel Denney	Tower School Driver
Georgianna Denney	Paraeducator
Jada Denney	Paraeducator
Laci Denney	Paraeducator
Shawna Drobny	Paraeducator
Natalie Grimm	Instructional Coach
Corinna Harte	Paraeducator
Dawn Hefner	Paraeducator; Administrative Assistant
David Henry	Paraeducator
Annie Jessen	Paraeducator
Cody Johnson	Paraeducator
Paula Johnson	Front Office
Stephanie Kanaly	Speech and Language Pathologist
Jalayne Keyes	Technology
Cecelia Klug	Kitchen
Shandara Lee	Paraeducator
Juan Lucas	Custodian
Shayla Mach	Paraeducator
Mato MakesRoomForThem	Custodian
Cheryl Martell	Paraeducator
Megan McGlone	School Psychologist
Seth Medina	Custodian
Tracy Medina	Paraeducator
Becky Newcomb	Paraeducator
Don Pike III	Paraeducator
Donna Pike	Paraeducator

Donovan Pike	Custodian
Jessica Pike	Paraeducator
Melvin Pike	Maintenance Supervisor
Beau RedOwl	Business Manager
Miranda Roberts	Paraeducator
Nicole Smolek	Paraeducator
Amanda Steffen	Paraeducator
Tanesha Sutta	Paraeducator
Deb Tangeman	Front Office
Natalie Torrez	Truancy Diversion Officer
Paula Veldhouse	Dietary Supervisor
Scott Veldhouse	Custodian/Tower Driver
Tia Whipple	Paraeducator

## Article 1: Mission and Goals

### Section 1 School Vision/Mission and Virtues

#### Vision Statement

Santee Community School ensures all students are prepared to be successful members of society.

#### Mission Statement

Santee cares for students through career exploration, cultural growth, character development, and community involvement.



#### Warrior Virtues

We express our learning through our belief in the four cardinal virtues:

"Woksape" - Wisdom - Do Our Best at Learning

"Woohitika" - Bravery - Stand Up For the Right Thinking

"Wowacintanka" - Fortitude - Keep Trying

"Wacantognaka" - Generosity - Help Others

We pledge by our actions to:

Be Safe

Be Responsible

Be Respectful

Be Healthy

### Section 2 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, the following guide has been developed. The "days" referred to in these procedures are school days, Monday through Friday.

**Level I** - The aggrieved student will arrange a private conference with the staff member involved, in an agreed-upon time and location within the school. Two days prior to the conference, the aggrieved party (student) will submit to the staff member a brief statement indicating the nature of the grievance. Within three days following the conference, the staff member will submit to the student a written decision regarding the grievance.

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

**Level III** - If the aggrieved party is not satisfied with the decision of the principal, he or 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 of involvement in the process, or three days before the next school board meeting, whichever occurs sooner.

**Level IV** - The aggrieved party 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(s) accusing. All proceedings of such a meeting are confidential and shall be reduced to writing containing no 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.

## Article 2: School Day

### Section 1      Daily Schedules

#### High School Daily Schedule

<b>Breakfast</b>	7:45 - 8:30
<b>1st Period</b>	8:30 - 9:22
<b>2nd Period</b>	9:25 - 10:17
<b>3rd Period</b>	10:20 - 11:12
<b>4th Period</b>	11:15 - 12:07
<b>STAT</b>	12:10 - 12:25
<b>Lunch</b>	12:25 - 12:55
<b>5th Period</b>	12:58 - 1:50
<b>6th Period</b>	1:53 - 2:45
<b>7th Period</b>	2:48 - 3:40

#### Middle School Daily Schedule

<b>Breakfast</b>	7:45 - 8:30
<b>7th Math Interventions; 8th ELA</b>	8:30 - 9:20
<b>8th Math Interventions; 7th ELA</b>	9:21 - 10:11
<b>7th Math; 8th Reading Int.</b>	10:12 - 11:02
<b>8th Math; 7th Reading Int.</b>	11:03 - 11:53
<b>Lunch</b>	11:53 - 12:23
<b>STEM / Music (A/B)</b>	12:25 - 12:55
<b>Science / Soc. Studies (A/B)</b>	12:58 - 1:50
<b>Specials</b>	1:53 - 2:45
<b>ICU / Team Building / PE / Music</b>	2:48 - 3:40

#### 4th - 6th Grade Daily Schedule

<b>Breakfast</b>	7:45 - 8:30
<b>Specials</b>	8:30 - 9:20
<b>4th Sci / S.S. 5th Math 6th ELA</b>	9:20 - 10:50
<b>4th Math 5th ELA 6th Sci / S.S.</b>	10:50 - 11:20
<b>Recess</b>	11:20 - 11:35
<b>Lunch</b>	11:35 - 12:05
<b>4th Math 5th ELA 6th Sci / S.S.</b>	12:05 - 1:05
<b>4th ELA 5th Sci / S.S. 6th Math</b>	1:05 - 2:35
<b>Interventions</b>	2:35 - 3:40

#### K - 3rd Grade Daily Schedule

<b>Breakfast</b>	7:45 - 8:30
<b>Science</b>	8:30 - 9:10
<b>Brain Break</b>	9:10 - 9:15
<b>Reading / Language Arts / Writing</b>	9:15 - 11:15
<b>Lunch</b>	11:15 - 11:45
<b>Recess</b>	11:45 - 12:00
<b>Math</b>	12:00 - 1:00
<b>Specials</b>	1:00 - 1:50
<b>Social Studies</b>	1:50 - 2:25
<b>Recess</b>	2:25 - 2:40
<b>Interventions</b>	2:40 - 3:40

Preschool dismissal time is 3:00 PM. Elementary through high school dismissal time is 3:40 PM.

## Section 2 Shortened Schedules

1:45 Early Dismissal Schedule:		10:00 Late Start Schedule:	
Breakfast	8:00 - 8:30	1st Period	10:00 - 10:42
1st Period	8:30 - 9:09	2nd Period	10:44 - 11:26
2nd Period	9:11 - 9:50	3rd Period	11:28 - 12:10
3rd Period	9:52 - 10:31	4th Period	12:12 - 12:55
4th Period	10:33 - 11:12	Lunch	12:55 - 1:25
5th Period	11:14 - 11:53	5th Period	1:27 - 2:10
6th Period	11:55 - 12:34	6th Period	2:12 - 2:55
Lunch	12:34 - 1:04	7th Period	2:57 - 3:40
7th Period	1:06 - 1:45		

Preschool dismissal time is 3:00 PM. Elementary through high school dismissal time is 3:40 PM.

## Section 3 Severe Weather and 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 notification will be used, as well as notification of news outlets.

### Decision to Close School

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unsafe for students and staff to go to school. If possible, a decision about the next school day will be made by 9:00 PM and transmitted through the automated school messenger phone system. An early decision is not always possible due to uncertain weather conditions. School officials will monitor conditions and make a decision as soon as possible.

### School Closures During the Day

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is necessary to ensure students return home safely before a 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 are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced by students and staff members. Parents are urged not to call

radio and television stations or the school during severe weather. Every effort will be made to provide accurate and timely information through the media.

### **Drills and Response Systems**

Santee Community School has a signal for evacuation or movement to safe areas of the building. Regular drills are held as required by law throughout the school year. There are procedures in place for lockout, lockdown, evacuation (fire, chemicals, etc.), and shelter (tornado) drills and incidents.

## **Section 4 Supervision Responsibility Before/After School**

### **Arrival at School / Dismissal From School**

School doors are unlocked at 7:45 AM for breakfast. **Prior to that time, the school is not responsible for supervision of students.**

Students will be dismissed at the end of the last period of the school day, except in the event of circumstances such as early dismissal or detention. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once they have left the building.**

Certain days on the calendar are shortened days, meaning that the school day starts or ends at a different time from the normal schedule. Parents are strongly encouraged to be aware of late starts and early releases so that their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### **Signing a Child In and Out of School**

Students who come to school after the first class begins must sign in at the front desk before reporting to class.

Parents or guardians are required to sign their children out of school if they are leaving prior to the end of the day. The parent/guardian must report to the front desk for this purpose. If a child is being signed out, the school secretary will contact the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The school will only release children to adults designated by the parent on the emergency contact list.

Special circumstances, such as court orders that impact the emergency contact list, require a copy of the document or written parental permission for the school to keep on file.

### **Supervision at Dismissal**

Parents or guardians of children in grades Pre-K through 6, wherein the child does not use district-provided transportation after dismissal, may request that the school not release the child to walk home after dismissal unless the child is released to the parent/guardian, or an escort designated by the school.

### **Emergency Closing Procedures**

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency. If a parent does not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow, should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is



recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent/guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

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

### **Section 1 Visitors**

Santee Community School has implemented a secure access system for all exterior doors. Visitors must access the building through the front door by ringing the bell located to the left of the doors inside the vestibule. All visitors must report to the front desk to sign in and receive a visitor's pass. Parents are welcome at all times, but please make arrangements with the teacher of the class you will be visiting. All visitors must also sign out at the front desk when their visit is completed.

### **Section 2 Smoke-Free and Peanut-Free Environment**

Santee Community School declares all of our school buildings and grounds to be smoke-free, tobacco-free, and peanut- and tree nut-free. Please refer to the Peanut- and Nut-Free Policy on the school website. Remember that this policy applies to all events held on school grounds.

### **Section 3 Care of School Property**

Students are financially responsible for the proper care of all books, equipment, supplies, and furniture provided by the school.

Students who disfigure property, break windows, or damage school property or equipment will be required to pay for the damage or replace the item. Fines issued for books will be calculated based on the book condition and replacement value. All fines must be settled with the business manager prior to the release of the student's report card. Students with outstanding bills will not be allowed to participate in their class's senior trip. Damaged or stolen school property is the responsibility of the student to whom it is issued, or wherein such damage is caused or aided by the student. Students must pay all fines before they can receive school publications and final grades.

Book fines are determined according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

### **Section 4 Required Materials for Courses**

The district will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts; chemical or chemical-physical classes that involve exposure to hot molten metals or other molten materials; milling, sawing, turning, shaping, cutting,

grinding, or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials, or laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Other required materials for specialized courses, such as musical instruments and reeds, paints and other art supplies, and technological equipment shall also be provided. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

## **Section 5      Lockers**

Each high school student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students for safety reasons. It is recommended that the locker be secured with a combination lock. Students will be provided a lock upon request. Students are responsible for maintaining a clean locker and may be assessed a fine for damage to lockers. In accordance with the Health Policy listed on the school website, there should be NO food or beverage stored in school lockers.

### **Backpacks**

Students are allowed to use and bring backpacks to school. Backpacks must be stored in students' lockers.

### **Water Bottles**

Students will be allowed to carry a clear container of water. No colored fluids or non-clear bottles allowed.

## **Section 6      Personal and School Property Searches**

Students' lockers, desks, computer equipment, and other such property are owned by the school, and therefore are subject to search. The school exercises exclusive control over school property. Random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. Students are reminded that although backpacks are personal property, they are still subject to search when on school grounds.

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:

- A. School officials may conduct a search if there is reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search will be conducted in a reasonable manner.
- B. 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.
- C. Items which may be or are reasonably expected to be used to disrupt or interfere with the educational environment will be removed from student possession.

## **Section 7      Video Surveillance**

The board of education has authorized the use of video cameras on school property to ensure the

health, welfare, and safety of all staff, students, and visitors, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that 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.

*Students and parents/guardians should be aware that privacy laws will be enforced once a video has been recorded which may prohibit viewing of the evidence.*

## **Section 8      Use of Telephone**

Use of the phone will only be granted during sickness or emergency. 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. Use of the school phone requires approval from front office staff, the nurse/health aide, or administration prior to use.

## **Section 9      Student Valuables**

Students are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school.

## **Section 10    Lost and Found**

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

## **Section 11    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 building principal. This notification needs to be followed up with a written report of the event within a 24-hour period of time.

## **Section 12    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 13    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 14    Communication and Announcements**

### **School Communications**

The school utilizes a variety of methods of communication in order to share information with parents and the community. School events and activities may be advertised via Messenger, the website, the marquee, the school Facebook page, the Twitter account, the monthly newsletter, and school and community bulletin boards. Additional notes may be sent home with students.

### **Use of Bulletin Boards**

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 need to be approved by the superintendent. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick, and wood. The person or organization responsible for distributing the posters must ensure that all posters are removed within forty-eight hours after the event.

## **Section 15    Copyright and Fair Use Policy**

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

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

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

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

## **Article 4: Attendance**

### **Section 1      Attendance Policy and Procedures**

#### **Enrollment**

Before a student enrolls at Santee Community School, a copy of the child's state birth certificate and registration packet must be turned in to the front office. In addition, students must have a physical examination and an eye examination prior to beginning kindergarten.

#### **Attendance Policy**

Regular and punctual student attendance is a mandated requirement of federal, state, and tribal law. The administration is responsible for developing further attendance rules and regulations, and staff is responsible for assisting in the enforcement of these rules and regulations. Students and parents are responsible for developing behaviors that will result in regular and punctual attendance.

Any administrator, teacher, or member of the Santee Board of Education who knows of any failure on part of a parent and/or child age 6 to 18 years of age to attend school regularly without lawful reason shall immediately report such violation to the Santee Community School administration. The administration shall initiate an investigation of such report, and SCS, in conjunction with Santee community resources, will enforce mandatory attendance policies and procedures accordingly.

#### **Tardy Policy**

Students will be considered tardy to class if they are not in their classroom when the tardy bell rings. A student in K-12<sup>th</sup> grade who misses less than one half of a class period and does not have a pass from a teacher or administrator will be counted as tardy; a student who misses more than one half of a class period without a pass will be counted as absent.

#### **Checkin and Checkout Procedure**

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. The student must check out at the front desk before leaving. Upon returning to school that same day, students are expected to sign in at the office.

#### **Walkout of School**

Students who leave the building without permission and without signing out in the proper manner will be considered truant, identified as a "walkout of school," and counted absent. Authorities will be notified.

#### **Walkout of Classroom**

Students who leave class without permission will be counted absent, and will be reported to the Intervention Office. Students will be expected to make up time missed after school, with progressively more serious consequences for repeated occurrences.

### **Section 2      Absences**

#### **Absence Procedure**

Parents are asked to call school before 8:15 AM if their child will be absent for the day. The school will attempt to contact parents via the automated messaging system when a student fails to report to class.

#### **Same Day Absences**

When a student returns to school after an absence during that school day, he or she will check in with

the office and be issued an admittance slip before returning to class.

### **Chronic Absence**

Parents/guardians will receive a letter when their student accumulates three, five, and ten days of absences.

## **Section 3      Make-up Work**

### **9-12 Policy**

Late or missing work will be recorded as an incomplete grade (0 INC). Students will have five school days after the end of the quarter to complete all assignments. Students with incomplete grades recorded are encouraged to attend AM or PM ICU, which is time set aside for students to complete missing work, daily until the work is made up. Students not completing work will be placed in Lunch ICU. The student has the responsibility to contact teachers regarding make-up assignments. **It is the student's responsibility to ensure that he or she makes up this work.**

### **7-8 Policy**

Students with late or missing work are placed in 7th Hour ICU for that day. They will attend 7th Hour ICU each day until assignments are completed.

### **K-6 Policy**

K-6 students are permitted 2 days to make up missing work following an absence. Teachers are to use professional judgement when assisting a student with extended absences and allotting extended time. Students may be required to complete missing work during any non-academic time. If a student feels that he or she is not given a reasonable amount of time to complete the make-up work, the student may discuss the issue with the principal. The principal has the authority to extend the make-up time if it is determined additional time is required.

## **Section 4      Attendance for Activities**

Students must attend a full day of school to be eligible to participate in or attend any school activity. (Students must be present at school by 8:42 AM in order to be counted for a full day of school, otherwise they will be counted absent for first period.) Activities include sports contests, practices, dances, etc. Failure to attend on that day will result in a student being withheld from participation and/or attendance in the activity. *The administration retains the right to grant participation should exceptional circumstances prevail.*

After ten unexcused absences in a semester, a student is no longer allowed to participate in or attend any school activity for that semester (including holiday tournaments). This attendance procedure will reset at the beginning of second semester. **Additionally, seniors who accrue ten absences or more in the first semester are excluded from participating in or attending graduation, regardless of whether they earn their diploma.**

The administration will determine whether or not an absence qualifies as excused. The administration will investigate the reason for the unexcused absences, and will work towards eliminating the cause of unexcused absences.

Appeal to the board: If a student or the student's parents believe that the administration has unfairly characterized an absence as unexcused, the student or the student's parents may request that the administration place the issue on the board agenda. To have it placed on the agenda, there must first be a majority vote of the administration in favor of placing the item on the agenda.

Make-up slips: All students participating in extracurricular activities or activities outside the school must complete a make-up slip to be signed by teachers to demonstrate that all classroom work has been made up prior to their participation in the activity, or the student will not be permitted to attend the activity.

## **Section 5      Truancy Policy**

Truancy and habitual truancy are criminal offenses. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason shall, within three days, report such violation to the superintendent. The superintendent shall immediately initiate an investigation of any such report. An investigation will occur:

- A. If a student has accumulated absences totaling three days or the hourly equivalent. At that time, administration will mail a letter to the parent/guardian of the student. This notification will also be sent to the Santee Sioux Nation Truancy Officer. Please note that once three days of absence are recorded, for any reason, letters will be sent home. At this point, the Truancy Diversion Program will begin for that student, as an early intervention to facilitate success in attendance. The student and parent/guardian will attend a meeting with the truancy officer to sign a contract that will help the student successfully attend school.
- B. If a student has accumulated five absences, he or she will be turned over to the Truancy Diversion Program administered by the Santee Sioux Tribe, and a letter will be sent home.
- C. If a student has accumulated absences totaling days or the hourly equivalent,



## **Article 5: Scholastic Achievement**

### **Section 1 Grading System**

Santee Community School will use the letter grading system as follows in grades 7-12:

A	93-100	Excellent
B	85-92	Good
C	77-84	Satisfactory
D	70-76	Needs Improvement
F	Below 70	NO Credit Earned
INC - Incomplete course (not included in GPA)		
NP - Not passing (not included in GPA)		
P - Passing (not included in GPA)		

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

### **Section 2 Graduation, Honors, and Yearly Course Requirements**

#### **Graduation**

To participate in commencement exercises or receive a Santee Community Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Santee Community Schools, a student must have earned a minimum of 240 semester hours credit in grades 9-12 inclusive.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	20 semester hours
Career and Technical Education	20 semester hours
Fine / Practical Arts	20 semester hours

Exceptions to these requirements may be made by the board of education upon recommendation from the superintendent; the board will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the board shall be included in the minutes. The candidates for graduation shall be presented to the board of education for approval.

#### **Valedictorian and Salutatorian**

- A. "Valedictorian" is an academic title conferred upon the student who delivers the closing or farewell statement at a graduation ceremony. The valedictorian is the highest academically ranked student among those graduating from an educational institution.
- B. "Salutatorian" is an academic title given to the second highest academically ranked student in the graduating class. Only the valedictorian is ranked higher. The 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, whereas the valedictorian 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.

C. Class rank is determined first by GPA, then highest average percent.

D. GPA Calculation Methodology:

4 - A - 93+

3 - B - 85+

2 - C - 77+

1 - D - 70+

0 - F - <70

All classes averaged and weighted equally

### **Qualifications for Valedictorian and Salutatorian**

In order to be recognized with the title of valedictorian or salutatorian, a student must complete his or her two final semesters in entirety at Santee Community Schools. Transfer students during their senior year may be recognized for their outstanding academic achievement, but will not be named as valedictorian or salutatorian.

### **Yearly Course Requirements**

The following courses are required:

#### FRESHMEN (9<sup>th</sup>)

English

Math

Science

History

Physical Education

#### SOPHOMORES (10<sup>th</sup>)

English

Math

Science

History

Physical Education

#### JUNIORS (11<sup>th</sup>)

English

Math

#### SENIORS (12<sup>th</sup>)

English

Government

In addition to the aforementioned coursework, students must attain the following credits over the course of their high school career:

Fine Arts/Practical Arts	20 credits
Career and Technical Education (CTE)	20 credits
Electives	20 credits

Students will be required to attain a minimum of 240 total credits required for graduation. Administration will be authorized to allow exceptions in sequence for transfer students. School-to-work experience and college coursework are also factored into the calculation of credits.

Students failing required classes will be rescheduled during the school year when possible. Students can also be assigned to Saturday school, if available, for recovery of required classes. Summer school is only an option for credit recovery in grades 9-12 with approval by the principal. Students in grades 7-12 may be eligible for summer school in order to promote to the next grade with the approval of the

principal. In all summer school cases, contracts will be required.

### **Section 3      Promotion and Retention**

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 it is determined by the professional staff and parent to be appropriate for the educational interest of the student. Students may only be retained in grades K-8.

### **Section 4      Schedule Changes**

Students needing schedule changes should notify the counselor or principal immediately. Schedule changes will be made on an as-needed basis, with the approval of administration and appropriate school personnel.

### **Section 5      Progress/Report Cards**

Various supplemental reports may be sent to parents throughout the school year concerning a student's performance. These reports describe student work of an exceptional nature or work that needs improving. Progress reports will be sent out midway through each quarter, or more frequently as the teacher determines. Included in the academic improvement reports will be a request for parents to contact the teacher by phone to discuss the student's progress. Report cards are issued seven school days after the end of each quarter. Letter grades are used to designate a student's performance.

### **Section 6      Parent-Teacher Conferences**

Parent-teacher conferences will be held each quarter. Refer to the school calendar for the schedule. Additional conferences may be scheduled by calling the school office at 402-857-2741 and making an appointment.

### **Section 7      Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor Roll will be determined for first, second, third, and fourth quarters. Students will be recognized accordingly:

- A. Students receiving all As will be placed on the Gold Honor Roll.
- B. Students receiving all As and Bs will be placed on the Blue Honor Roll.
- C. All classes with a letter grade will count toward honor roll status, including core and noncore.
- D. Honor Roll lists are published in Niobrara Tribune each quarter by Santee Community School.

The guidance counselor and/or the director of student services will be responsible for computing the averages and making notifications about the honors.

### **Section 8      Academic Integrity**

#### **Policy Statement**

Students are expected to abide by the standards of academic integrity set forth by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, to earn grades that accurately reflect the level of learning and progress, to provide a level playing field for all students, and to instill appropriate values.

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

## **Definitions**

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

"Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation.

Cheating includes, but is not limited to:

- A. Tests (includes tests, quizzes, examinations, or other academic performances):
  - a. Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor.
  - b. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices, or information while taking a test except as expressly permitted.
  - c. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted.
  - d. Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - e. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test.
- B. Papers (includes papers, essays, lab projects, and other similar academic work):
  - a. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - b. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - c. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work.
  - d. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - e. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due.
- C. Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

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

Plagiarism includes, but is not limited to:

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

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

### **Sanctions**

The following sanctions will occur for academic integrity offenses:

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

## **Article 6: Support Services**

### **Section 1 Special Education Services**

Under the Individuals with Disabilities Education Act (IDEA), it is the Santee Community School district's legal obligation to locate, identify, and evaluate all children with disabilities or those who are suspected of having a disability and are in need of special education and related services. This includes children who are homeless, are wards of the State or Tribe, or are attending private schools regardless of the severity of the disability. To fulfill its obligation, Santee Community School district offers special education diagnostic testing and programming for students who are suspected of having or who are determined to have a qualifying disability. Parents who have questions about the special education process, testing, or available programs that may benefit their child should contact a Santee Community School administrator for more information.

#### **What Does Special Education Mean?**

Special education means educational experiences, curriculum, and services, including transportation, provided by 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.

#### **IDEA Regulations**

The school must ensure that the IEP Team for each child with a disability includes:

- A. The parents of the child
- B. Not less than one regular education teacher of the child
- C. Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child
- D. A representative of the school
- E. An individual who can interpret the instructional implications of evaluation results and who may also be one of the other listed members
- F. At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate
- G. Whenever appropriate, the child with a disability

In accordance with 34 CFR 300.321(a)(7), the public agency must invite a child with a disability to attend the child's IEP Team meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the child and the transition services needed to assist the child in reaching those goals.

### **Section 2 Section 504 Plans**

Section 504 of the Rehabilitation Act of 1973 is a federal law. This law makes it illegal for public schools to discriminate against children with disabilities. The definition of a student with a disability is specified as any otherwise qualified student, who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment. Examples of major life activities may include: seeing, hearing, breathing, walking, learning, communicating, thinking, concentrating, reading, or operation of major bodily functions. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in

their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

A section 504 plan is a written document that ensures that students who have a disability will receive reasonable accommodations from their school district for accessing a free appropriate public education. If a parent or teacher thinks a child may need a 504 plan, they will need to contact the 504 Coordinator at Santee Community Schools, and provide documentation, such as medical records, to determine the eligibility of that child. There is no formalized testing under the Section 504 process; however, the 504 group may consider the student's grades, MAPS scores, medical records, observations, and behavior data. After looking at the various pieces of information, the group decides if the child needs to be supported by a 504 plan. A single source of information cannot be the only information considered. If the child is in the need of a Section 504 plan, a meeting will be held to develop one.

Section 504 only requires that a group of people who are knowledgeable about the child decide what services and supports the child will receive under the 504 plan. This team may consist of the 504 Coordinator, the classroom teacher, parents, principal, student, and school nurse if medical supports are needed. When the 504 plan is completed by the 504 group, the parents will receive a copy of the plan.

The Section 504 plan will be reviewed annually at the building level with the 504 team to monitor the plan and make revisions if needed. A re-evaluation will be conducted every three years unless the parent and school personnel agree it is unnecessary. A review may be conducted more frequently if conditions warrant, or if the student's parents or teacher requests the re-evaluation. It will not be more than once a year unless parent and school agree otherwise. A copy of all materials, including yearly 504 Plans and re-evaluation, will be kept on file with the 504 Coordinator.

### **Section 3      Guidance and Mental Health Services**

Santee Community School employs a school guidance counselor and school psychologist for purposes of assisting students in their education by providing personal support. These individuals are available to help and will have access to any student who presents with an acute mental health issue or need for immediate support. This arrangement is designed to enable appropriate personnel to respond to students' social and emotional needs, assess level of risk, provide immediate intervention, and ensure the safety and well-being of all students and staff.

When a student returns to school after hospitalization (including 3 to 5 day mental health holds,) inpatient treatment, or detention stemming from criminal involvement, it is the parent's or guardian's responsibility to provide appropriate documentation of well being and readiness for the school environment if requested.

In certain cases, the school may require justified reassurances of student stability and/ or safety in the form of an outside evaluation.

The guidance department exists for the benefit of every student at Santee Community Schools. The guidance services, including personal, educational, and vocational counseling, are available to the students. The doors to the guidance counselor's office are always open to the students. Parents are also welcome to confer with the guidance counselors. The purpose of the guidance department is to:

- A. Help each student get the most from his or her class work
- B. Help each student find his or her place in the extracurricular programs
- C. Help each student plan for his or her life's work
- D. Help each student with his or her personal problems
- E. Give students information on available scholarships
- F. Administer aptitude, interest, and achievement tests so students may realize their capabilities
- G. Assist students in the selection of an appropriate vocation

## **Section 4      Health Services**

### **Student Illnesses**

School health personnel will notify parents/guardians 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 or the health aide 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. Student records must include emergency daytime phone numbers on the child's enrollment card so that someone can be reached if the child becomes ill or injured while at school. Please also inform the school health office staff of health-related information important for the student's success in the classroom and/or safety at school.

### **Guidelines for Administering Medication**

Whenever possible, children should be provided medications by the parent/guardian outside of school hours. In the event it is necessary that the child takes or has medication available at school, the parent/guardian must provide 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 PreK-3rd grade, 6th grade, and 9th grade are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure checks at the 6th and 9th 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 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 program, kindergarten, and 7th grade, or in the case of transfer from out of state to any other grade. A parent/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 vision evaluation is required prior to enrollment entrance. The vision 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 that addresses these topics will be sufficient. A parent/guardian may reject a vision examination and is required to submit a written objection in writing to a vision evaluation.

## **Immunizations**

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

- A. Measles Diphtheria
- B. Invasive pneumococcal disease
- C. Mumps
- D. Tetanus
- E. Rubella
- F. Pertussis
- G. Polio Haemophilus Influenzae type b (HIB)
- H. Hepatitis B
- I. 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 each of the following:

- A. Three doses of hepatitis B vaccine
- B. Four doses of DTaP, or DT vaccine
- C. Three doses of polio vaccine;
- D. One dose of MMR vaccine given no earlier than four days before the first birthday
- E. Three doses of HIB vaccine, or one dose of HIB vaccine given at or after fifteen months of age
- F. One dose of varicella vaccine
- G. Four doses of pneumococcal vaccine, or one dose of pneumococcal vaccine give at or after fifteen 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 each of the following:

- A. Three doses DTaP, DTP, DT, or Td vaccine, with at least one dose given no earlier than four days before four years of age
- B. Three doses of polio vaccine
- C. Two doses of MMR vaccine, with the first dose give no earlier than four days before the first birthday, and the two doses separated by at least twenty-eight days
- D. Three doses of pediatric hepatitis B vaccine, or two doses of adolescent vaccine if the student is 11-15 years of age
- E. Two doses of varicella (chicken pox) or MMRV given on or after twelve 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
- F. One dose of Tdap (must contain Pertussis booster). This dose can be received any time after ten or eleven years of age, depending on which brand of vaccine is utilized

### **Proof of Immunization**

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 that 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.

### **Guidelines for Head Lice**

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

- A. Children will not be sent home from the school due to head lice or nits. Head lice has been determined as a non-contagious condition by the American Academy of Pediatrics. They recommend that students not be excluded from school due to head lice.
- B. Head checks will be completed by health office personnel only. Those children identified as having live head lice or nits are not considered unclean or to be kept from activities or school. Parents/guardians will be notified of the condition, and the health office staff will provide treatment shampoo, written treatment information, and instructions, including how to check for and identify head lice.
- C. Chronic conditions or episodes of head lice resulting in four or more episodes per semester will result in a family meeting including the parent/guardian, health office personnel, and the principal.
- D. 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 Santee Community School.

## **Section 5      Transportation Services**

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

### **General Conduct Rules**

While riding the bus, the same conduct rules apply as those for attending school activities and events.

### **Special Conduct Rules**

- A. Rules for Getting On and Off the Bus:
  - a. Student must be on time to be picked up. Students should arrive at the bus stop five minutes before the scheduled pick up time. If a student misses the bus, he or she should return home immediately to report this to the parent/guardian, who will be responsible for bringing the student to school.
  - b. While waiting for the bus, students must stay at least five feet away from the street, road, or highway. Students will wait until the bus comes to a complete stop before approaching the bus.
  - c. Students may exit the bus only at the approved destination, and as directed by the driver. Do not run.
  - d. If a student must cross the street after exiting the bus, he or she must cross in front of the bus, within the driver's visual range. Students must wait for the driver's signal before crossing the street.
- B. Rules on the Bus:

- a. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
- b. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, bullying, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, use of tobacco, alcohol, drugs, or flammables.
- i. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
- j. Do not damage the school bus.

### **Getting the Driver's Assistance**

If a student requires assistance from the driver, he or she must wait until the bus is at a full stop. If sitting near enough, the student may tell the driver what he or she needs. If sitting too far away for the driver to hear, he or she may ask a student seated farther forward to get the driver's attention. If necessary, a student may walk up to the driver while the bus is at a full stop. In the event of an emergency, students may take all action needed to safely get the help of the driver.

### **Consequences for Rule Violations**

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

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

### **Section 1 Drug-Free Schools: Education and Prevention**

#### **Drug-Free Schools**

The district implements regulations and practices that will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol or tobacco is wrong and harmful.

#### **Education and Prevention**

The district promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The district provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

#### **Drug and Alcohol Use and Prevention**

Each student of the district is hereby provided a copy of the standards of conduct for student behavior in the district that 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 an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

Information concerning available drug and alcohol counseling, rehabilitation, and reentry programs is available to all of the students upon request of the counselor. In the event of disciplinary proceedings against a student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parent/guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel consider to be of benefit.

#### **Safe and Drug-Free Schools: Parental Notice**

Pursuant to the provisions of federal law, 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 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.

#### **Enforcement Notification**

Santee Community Schools will be enforcing its Drug and Alcohol Policy. This process is a Santee Board of Education policy and will be enforced by the administration. A complete copy of the board policy can be made available upon written request to the superintendent.

## **Section 2      Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The district's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

- A. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant
- B. Possession of any prescription drug in an unlawful fashion
- C. Possession, use, distribution, or being under the influence of alcohol
- D. Possession, use, distribution, 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
- E. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes
- F. Possession, use, or distribution of any tobacco product

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

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

The possession, selling, dispensing, or use of any look-alike drug or look-alike controlled substance is against school rules.

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/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**

Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and will be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parent/guardian will be notified.

If the student is observed to be violating this policy, the student will be escorted to the principal's office

immediately, or if not feasible, the principal will be notified. The student's parent/guardian will be asked to pick the student up. If it appears there is imminent danger to other students, school personnel, or students involved, the principal, superintendent, or other appropriate personnel as authorized by the principal or superintendent may have the student removed by medical or law enforcement personnel. Law enforcement and parent/guardian will be notified immediately if a student is determined to be in the possession of any illegal substance at school.

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 that may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The 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.

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

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Section 2 Behavior Intervention Structure**

Santee Community Schools uses Multi-Tiered Systems of Support (MTSS). MTSS is defined as "the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions" (Batsche et al., 2005). Based on a problem-solving model, the MTSS approach considers environmental factors as they might apply to an individual student's difficulty, and provides services/intervention as soon as the student demonstrates a need.

#### **Behavior Intervention Structure**

This applies to all students attending Santee Community Schools, while on any school grounds. School grounds includes the campus, vehicles, school-sponsored activities and excursions, and optional district educational programs such as summer school, after-school programs, and pre-kindergarten or preschool programs.

Where appropriate, discipline should be progressive. This means that a student's first violation will usually merit a consequence of a lesser degree than subsequent violations, taking into account all factors relevant to the severity of the current violation. A student may be suspended only when there has been a determination that other means of correction have failed to bring about proper conduct or that the student's presence causes a danger to persons. At the principal's discretion, a student with documented discipline problems not requiring expulsion may be removed from the remainder of an optional educational program. When a removal occurs, the parent will receive a written notice and an opportunity to be heard in front of the principal or principal's designee.

#### **Consequences and Interventions**

Understanding that consequences and interventions represent "teachable moments" is fundamental to a positive approach to discipline. The goal of progressive consequences and interventions is the teaching of prosocial behavior. Progressive consequences seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to:

- A. Understand why the behavior is unacceptable and the harm it has caused
- B. Understand what they could have done differently in the same situation
- C. Take responsibility for their action
- D. Be given the opportunity to learn prosocial strategies and skills to use in the future
- E. Understand the progression of more stringent consequences if the behavior reoccurs

To correct the behavior of any student who is subject to discipline, the principal/designee should, to the extent allowed by law, first use an alternative(s) to suspension. Except for single acts of a grave nature

or multiple offenses, suspension or expulsion is used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to persons. All district staff are to assure due process for students. When choosing interventions and consequences for a student's behavior, staff will consider the following factors:

- A. Age, health, maturation, and disability or special education status of the student
- B. Student's prior conduct and record of behavior
- C. Student's understanding of the impact of their behavior
- D. Student's willingness to repair the harm caused by their behavior
- E. Seriousness of the behavior offense and the degree of harm caused
- F. Impact of the incident on overall school community
- G. Whether the student's violation threatened the safety of any student or staff member
- H. The likelihood that a lesser intervention or consequence would adequately address the violation

When students are disruptive or act inappropriately, and following consideration of the factors previously mentioned, consequences should be paired with an appropriate intervention. ***The following chart is not a comprehensive list of behaviors, consequences, and interventions. District staff shall determine the appropriate tier needed to assist the student in meeting expectations for a positive learning environment.***

	Definition	Responsible Party to Resolve Behavior Issue	Examples of Qualifying Behavior	Possible Consequences/ Interventions
Tier 1	Minor infractions of classroom and school expectations, rules, and routines.	Teacher	-Talking in class -Head down -Cursing/Swearing -Classroom disruptions -Tardy	-APL strategies -Brain break -Quiet room -Reteaching on student time -Contact Parents/Guardians
Tier 2	Elevated or repeated Tier 1 behaviors and/or chronic problem behavior that requires more support to be successful than classroom can provide.	-Intervention Room -SAT -Administration -Teacher	-Verbal assault -Repeated refusal -Skipping class -Walking out of class/school	-Parent/Guardian conference -Check in/Check out -Intervention room -Scheduled breaks -Social skill training
Tier 3	Serious and/or repeated problem behavior that is resistant to both Tier 1 and 2 interventions and therefore necessitates an <b><u>individualized support system or intervention.</u></b>	Administration	-Fighting -Bullying -Property damage -Unresponsive to Tier 2 Interventions	-In School Suspension -Out of School Suspension -Parent/Guardian conference -Counseling -Modified schedule/day -Alternative placement -Police involvement
Extreme/ Safety	Legal issue and/or safety risk to themselves or others.	-Administration -Law Enforcement	-Bomb threats -Drugs/Alcohol	-Police involvement -Out of School Suspension



Concern	Required mandatory administrative action.		-Weapons -Self-harm	-Expulsion -Mandatory counseling
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### Section 3 Student Conduct Expectations

Students are not to engage in conduct that causes or creates a reasonable likelihood of substantial disruption in or material interference with any school function, activity, or purpose; or that interferes with the health, safety, well-being, or rights of other students, staff, or visitors.

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

The following conduct has been determined by the board of education to have the potential to seriously affect the health, safety, or welfare of students, staff, and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds; in a vehicle owned, leased, or contracted by the school and being used for a school purpose; in a vehicle being driven for a school purpose by a school employee or an employee's designee; or at a school-sponsored activity or athletic event.

- A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- B. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that can be reasonably interpreted as a serious expression of an intent to harm or cause injury to another.
- C. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- D. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- E. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or possessing any explosive device, including fireworks.
- G. Selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or 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 alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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

or illegal substances 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.

- H. Public indecency or sexual conduct.
- I. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee; or at school-sponsored activities or school-sponsored athletic events.
- J. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- K. Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off school grounds to threaten.
- L. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- M. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
- N. 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, disability, national origin, or religion.
- O. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others, or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- P. Willfully violating the behavioral expectations for those students riding Santee Community Schools' buses.
- Q. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- R. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- A. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator, and parent.
- B. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- C. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- D. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

### **Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose; 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; the conduct is grounds for long-term suspension, expulsion, or mandatory reassignment.

### **I. Student Appearance**

Students at Santee Community Schools are expected to dress in a way that is appropriate for the 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. Following is a list of examples of attire that will not be considered appropriate; this list is not exclusive, and other forms of attire may be deemed inappropriate by administration for the school setting:

- A. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants); clothing that is too tight, revealing, or baggy; tops and bottoms that do not overlap; any material that is sheer or lightweight enough to be seen through; or clothing of a size and fit such that it is revealing or drags on the ground.
- B. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- C. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- D. Clothing or jewelry that could be used as a weapon (chains, spiked apparel), that would encourage horseplay, or that would damage property (e.g., cleats).
- E. Head wear including hoods, hats, caps, bandanas, and scarves.
- F. Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
- G. Clothing or jewelry that is gang related.

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.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## **II. Electronic Devices**

- A. Philosophy and Purpose: Santee Community Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process, and such items are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- B. Definitions:
  - a. "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - b. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that:
    - i. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - ii. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph, or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene, or pornographic photography, films, or depictions; or,
    - iii. Displays a sexually explicit message for sexual gratification, flirtation, or provocation, or to request or arrange a sexual encounter.
- C. Possession and Use of Electronic Devices:
  - a. Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period, including voice usage, digital imaging, or text messaging.
  - b. Students are permitted to possess and use electronic devices before school hours, at lunch, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event that the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- c. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (e.g., student use of a camera during a photography class, or student use of a laptop computer for a class presentation).
  - d. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- D. Violations:
- a. Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of board or school policies and procedures relating to student conduct and harassment; (f) recording others (e.g., photographs, videotaping, sound recording) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - b. Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
    - i. First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the parent personally comes to the school's main office and retrieves the electronic device.
- E. Penalties for Prohibited Use of Electronic Devices:
- a. Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in "sexting" or have any "sexting" message on their electronic devices regardless of whether or not the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
    - i. Students found in possession of a "sexting" message shall be subject to a one-day suspension from school.
    - ii. Students who send or encourage another to send a "sexting" message shall be subject to a five-day suspension from school.
- F. Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including but not limited to the Nebraska Child Protection Act or the Nebraska Child

Pornography Prevention Act, shall be reported to appropriate legal authorities and law enforcement.

- G. Responsibility for Electronic Devices: Students or their parents/guardians are expected to claim a confiscated electronic device within ten days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The district is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

### **III. Internet Safety Policy**

It is the policy of Santee Community School to comply with the Children's Internet Protection Act (CIPA). With respect to the district's computer network, the district shall: (a) prevent user access to, or transmission of, inappropriate material via internet, email, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

- A. Definitions: Key terms are as defined in CIPA.
  - a. "Inappropriate material," for purposes of this policy, includes material that is obscene or harmful to minors.
  - b. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. Access to Inappropriate Material: To the extent practical, technology protection measures shall be used to block or filter internet or other forms of electronic communications from access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- C. Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using any form of direct electronic communication. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including hacking and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- D. Supervision and Monitoring: It shall be the responsibility of all members of the district staff to supervise and monitor internet usage in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent and the superintendent's designees.
- E. Social Networking: Students shall be given education about appropriate online behavior, including interacting with others on social networking websites, and cyber bullying awareness and response.

### **IV. Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the district's Internet Safety Policy.

- A. Technology Subject to this Policy: This Computer Acceptable Use Policy applies to all technology resources of the district or made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of email and electronic communications, and the internet.
- B. Access and User Agreements: Use of the district technology resources is a privilege and not a right. The superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the superintendent determines appropriate. Parents and guardians of students in programs operated by the district shall inform the superintendent or designee in writing if they do not want their child to have access. The district reserves the right to restrict any communications and to remove communications that have been posted.
- C. Acceptable Uses: The technology resources are to be used for the limited purpose of advancing the district's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- D. Unacceptable Uses: The following are unacceptable uses of the technology resources:
  - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
  - b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.
    - i. Occasional use that the superintendent or designee determines to ultimately facilitate the mission of the district is not prohibited by this provision.
    - ii. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.
    - iii. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an email related to one's own private consulting business.
- E. Campaigning: Technology resources shall not be used for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- F. Technology-Related Limitations: Technology resources shall not be used in any manner that impairs effective operations or the rights of other technology users. Users shall follow the generally accepted rules of network etiquette. The superintendent or designees may further define such rules. Users shall not:
  - a. Utilize another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - b. Erase, remake, or make unusable another person's computer, information, files, programs, or disks. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - c. Gain unauthorized access to the operating system software or to the system of other users.

- d. Copy, change, or transfer any software without permission from the network administrators.
  - e. Write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
  - f. Engage in any form of vandalism of the technology resources.
- G. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any district policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used to:
- a. Access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - b. Engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
  - c. Engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
  - d. Engage in or promote violations of student conduct rules.
  - e. Engage in illegal activity, such as gambling.
  - f. In a manner contrary to copyright laws.
  - g. In a manner contrary to software licenses.
- H. Disclaimer: The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the internet.
- I. Filter: A technology protection measure is in place that blocks and/or filters access to prevent access to internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material. The technology protection measure that blocks and/or filters internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
- J. Monitoring: Use of the technology resources, including but not limited to internet sites visited and email transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district's computers or internet system. All technology equipment shall be used under the supervision of the superintendent and the superintendent's designees.
- K. Sanctions: Violation of the policies and procedures concerning the use of the district technology resources may result in suspension or cancellation of the privilege to use the technology



resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **V. Harassment and Bullying Policy**

One of the missions of Santee Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors such as non-violence, cooperation, teamwork, understanding, and acceptance of others are encouraged in the educational program and required of all students and staff. Inappropriate behaviors such as bullying, intimidation, and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior in which one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting or pushing), threatening, excluding or ignoring, spreading rumors, or unauthorized use or destruction of the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Bullying and harassment constitute violations of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is committed on the basis of gender, disability, race, orientation, religion, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending upon the severity of the conduct.

Students who are the victim of bullying or harassment, or who observe such occurring, are to promptly report the problem to a staff member. Students who make reports of bullying activity will not face retaliation for making the report.

## **VI. Initiations, Hazing, Secret Clubs, and Outside Organizations**

- A. Initiations: Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.
- B. Hazing: Hazing by classes, clubs, athletic teams, or other student organizations is prohibited. “Hazing” is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even if the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- C. Secret Organizations: It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- D. Outside Organizations: It is unlawful for any person, whether a student of the district or not, to enter the school grounds or any school building for the purpose of rushing or soliciting any student to join any fraternity, society, or association organized outside of the schools. Any

person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

## **VII. Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Any student engaging in IPDA will be confronted and directed to cease. If IPDA persists, a parent/guardian will be notified.

## **VIII. Specific Rule Items**

Failure to abide by the following rules and expectations may result in disciplinary action, in which repeated violations may result in expulsion.

- A. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- B. Gum, candy, seeds, and other outside food items are not allowed in the school building or classrooms.
- C. Students are expected to bring all books and necessary materials to class. This includes study halls.
- D. Assignments for all classes are due as assigned by the teacher.
- E. Students are not to touch objects that do not belong to them without permission.
- F. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- G. Students are to be in their seats and ready for class by the time that the tardy bell sounds.
- H. Special classes such as Industrial Technology, Art, Music, P.E., and Computer courses will have other safety or clean-up rules that will be explained to students by that teacher, which must be followed.
- I. Students are not to bring nuisance items to school. A nuisance item is something that is not required for educational purposes and that may cause a distraction to the student or others.
- J. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- K. Snow handling is prohibited.

## **IX. Network, Email, Internet, and Other Computer Use Rules**

- A. General Rules:
  - a. 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.
  - b. 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.
  - c. 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.
- d. Users should not expect, and the district does not warrant, that any information or products obtained from the network, or any 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 that the user may have under state or federal law.
  - e. 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 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."
- a. 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.
  - b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - c. Users shall not use or try to discover another user's account or password.
  - d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - f. Users shall not copy, change, or transfer any software or documentation provided by teachers or other students without permission from the network administrators.
  - g. 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.
  - h. 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.
  - i. 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.
  - j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - k. 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 online services. Breaches can result in harsh criticism by others. These rules of behavior include but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images.
  - c. Do not reveal your personal account, address, or phone numbers, or that of other students or colleagues.
  - d. Note that electronic mail (email) 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.
  - e. All communications and information accessible via the network should be assumed to be private property of others.
  - f. Do not place unlawful information on any network system.
  - g. Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - h. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or internet address.
  - i. 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 managing 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. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

## **X. Risks of Facebook, SnapChat and other Social Networking Sites**

The purpose of this message is to give our students information about the risks of using Facebook, SnapChat, and similar social networking sites.

These sites are public sources of information. The information may be seen by school administrators, parents, and law enforcement. It is also accessible to people and institutions such as university admissions officials, scholarship officials, and prospective employers. Many companies seek the online presence of potential employees as a means of conducting background checks. Statements made on social media can have ramifications for years to come.

Actions and statements on social media can also affect students right now. Pictures or writings that show evidence of violation of student conduct rules may result in school discipline. Criminal charges may be filed against a student based on information posted on social media websites.

The following are some guidelines for social media use by students:

- A. Online profiles and forums are public spaces. Do not post anything you would not want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- B. Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

- C. People are not always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- D. Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the social media platform and the authorities.
- E. Do not post anything that would embarrass you later.
- F. Do not mislead people into thinking that you are older or younger.

#### **Section 4      Reporting Student Law Violations**

Cases of law violations or suspected law violations by students will be reported to the police and to the student's parent/guardian as soon as possible.

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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event, the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent/guardian.

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 Santee Community Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school-sponsored event:

- A. Knowingly possessing illegal drugs or alcohol
- B. Assault
- C. Vandalism resulting in significant property damage
- D. Theft of school or personal property of a significant nature
- E. Automobile accident
- F. Any other behavior that significantly threatens the health or safety of students, staff, or other persons, or that is required by law to be reported

## **Article 9: State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

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, disability, or age.

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 toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. Inquiries or forms regarding nondiscrimination policies or grievance procedures for Title IX may be obtained by contacting Santee Community School, 206 Frazier Ave. E, Niobrara, Nebraska 68760, (402) 857-2741. For Title VI Section 504, contact Superintendent Justin Hayes.

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

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

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

The Coordinator may be contacted at: 206 Frazier Ave. E, Niobrara, Nebraska 68760, telephone number (402) 857-2741.

### **Section 3 Anti-discrimination and Harassment Policy**

#### **Elimination of Discrimination**

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

#### **Preventing Harassment and Discrimination of Students**

Santee Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is

prohibited. In addition, Santee Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

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

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

### **Age Discrimination**

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**

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

Sexual harassment may exist when:

- A. 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
- B. 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; or school program or activity decisions, such as admission, credits, grades, school assignments, or playing time
- C. 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, classroom, 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.

### **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 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 report of the employee or student is not resolved to his or her satisfaction within five to ten calendar days, the discrimination or harassment continues, or the aggrieved party needs immediate help for any reason, a report should be made to the Superintendent of Santee Community Schools. If a

satisfactory arrangement cannot be obtained through the superintendent, the report may be processed by the board of education.

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

#### **Section 4      Multicultural Policy**

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

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

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep the parent/guardian fully informed concerning decisions about the child, and to inform the parent/guardian of his or her rights if he or she disagrees with any of these decisions. The parent/guardian reserves the right to:

- A. Have his or her child take part in, and receive benefits from, public education programs without discrimination because of a disability
- B. Have the school district advise the parent/guardian of his or her rights under federal law
- C. Receive notice with respect to identification, evaluation, or placement of a child
- D. Have his or her child receive a free appropriate public education
- E. Have his or her child receive services and be educated in facilities comparable to those provided to every student
- F. Have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who are knowledgeable about the student, the evaluation data, and the placement options
- G. 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 the parent/guardian than would be incurred if the student were placed in a program operated by the district
- H. Have his or her child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district
- I. Examine all relevant records relating to decisions regarding the child's identification, evaluation, and placement
- J. Request mediation or an impartial due process hearing related to decisions or actions regarding the child's identification, evaluation, educational program, or placement.
  - a. The parent/guardian and child may take part in the hearing



- b. Hearing requests are to be made to the superintendent
- K. File a local grievance

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

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

- A. The right to inspect and review the student's education records within forty-five days of the day on which 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 school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. 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 regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. 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. 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.
  - b. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. 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:

- A. The name, address, and telephone listing of the student; and the name, address, telephone listings (if not unlisted), email address, and work or other contact information of the student's

parent/guardian, or another adult acting in loco parentis or with authority to act as parent/guardian in educational matters for the student

- B. School and dates of attendance
- C. Student's current grade
- D. Student's enrollment status (e.g., full-time or part-time)
- E. Student's date and place of birth
- F. Student's extracurricular participation
- G. Student's achievement awards or honors
- H. Student's weight and height if a member of an athletic team
- I. Student's photograph
- J. School or district attended before the student enrolled in Santee Community Schools

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

A parent or eligible student has the right to refuse to let the district designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Any parent/guardian or eligible student must contact the superintendent's office to indicate refusal to have the child's information designated as directory information.

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

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses, student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

#### **Notice Concerning Designation of Law Enforcement Unit:**

The district designates the Santee Police Department as the district's law enforcement unit for purposes of enforcing any and all federal, state, or local laws; maintaining the physical security and safety of the schools in the district; and maintaining safe and drug-free schools.

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

Federal law requires that the district provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and

secondary students have the right to request that the district not provide this information to military recruiters or institutions of higher education without prior written parental consent. The district will comply with any such request.

## **Section 8 Notice to Parents of Students in Programs Receiving Title I Funding**

### **Staff Qualifications**

Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- A. Whether the student's teacher
  - a. has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
  - b. is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and
  - c. is teaching in the field of discipline of the certification of the teacher.
- B. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Testing Opt-Out**

Parents may request, and the district will provide the parents of students attending any school receiving Title I funds on request and in a timely manner, information regarding any state or district policy regarding student participation in any state or district assessments, including the district's policy and procedure on the parental right to opt the child out of such assessment(s). The district shall also make widely available through public means, including by posting in a clear and easily accessible manner on the district's website, information on each state or district assessment, including:

- A. The subject matter assessed
- B. The purpose for which the assessment is designed and used
- C. The source of the requirement for the assessment
- D. The amount of time students will spend taking the assessment, and the schedule for the assessment
- E. The time and format for disseminating results

### **Language Instruction Programs**

If the district receives Title I funds, parents of English language learners will be informed regarding how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging state academic standards expected of all students. The district will also inform parents of an English language learner of opportunities to participate in various school programs, as set forth in ESSA. Please contact the administrative office to receive the foregoing information.

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

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

### **Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties**

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

### **Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive**

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

### **Right of Parents to Inspect Instructional Materials**

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

### **Rights of Parents to be Notified of and to Opt Out of Certain Physical Examinations or Screenings**

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

### **Protection of Student Privacy in Regard to Personal Information Collected from Students**

The general policy and practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The district will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information," for purposes of this policy, means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or

to, students or educational institutions. This exception includes the following examples: (1) college or postsecondary education recruitment, or military recruitment; (2) book clubs, magazines, and programs providing access to low-cost literary products; (3) curriculum and instructional materials used by elementary schools and secondary schools; (4) 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; (5) the sale by student of products or services to raise funds for school-related or education-related activities; and (6) 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. Feasible 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 school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

### **Annual Parental Notification of Student Privacy Protection Policy**

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

### **Notification to Parents of Dates of and Right to Opt Out of Specific Events**

The district will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

- A. 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.)
- B. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy.
- C. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled 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 that 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:

- a. Hearing, vision, or scoliosis screenings
- b. Physical examinations or screenings that are permitted or required by an applicable state law
- c. 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. For legally emancipated students, or those age 18 or older, 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:

- A. Political affiliations or beliefs of the student or the student’s parent
- B. Mental or psychological problems of the student or the student’s parent/guardian
- C. Sex behavior or attitudes
- D. Illegal, anti-social, self-incriminating, or demeaning behavior
- E. Critical appraisals of other individuals with whom the student has close family relationships
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- G. Religious practices, affiliations, or beliefs of the students or the student’s parent/guardian
- H. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

## **Section 10 Parent and Family Involvement Policy**

### **Parental/Community Involvement in Schools**

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

- A. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
- B. Parents are encouraged to support the implementation of district policies and regulations.
- C. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
- D. Textbooks, tests, and other curriculum materials used in the district are available for review by parents upon request.
- E. Parents are provided access to records of students according to law and school policy.
- F. 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 student’s well-being.
- G. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
- H. 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 such parent request.

- I. 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.
- J. Parents are invited to express their concerns, share their ideas, and advocate for their children's education with board members, administrators, and staff.
- K. 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.

### **Title I Parental Involvement Policy**

The district's Title I Parental Involvement Policy is established in compliance with federal law. The district has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

### **Expectations for Parental Involvement**

It is the expectation of the district that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the district's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring: (1) that parents play an integral role in assisting their child's learning; (2) that parents are encouraged to be actively involved in their child's education at school; (3) 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 (4) 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:

- A. Involving parents in the joint development of the district's Title I plan and the processes of school review and school improvement
- B. 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
- C. Building the schools' and parents' capacity for strong parental involvement
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs
- E. 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; using the findings of such an evaluation to design strategies for more effective parental involvement; and revising, if necessary, the parental involvement policies of the district.

- F. Involving parents in the activities of the schools served under Title I.

### **Policy Involvement**

Each school served under the Title I program will:

- A. 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 the school's participation under the Title I program and to explain the requirements of the Title I program
- B. 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
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs
- D. Provide parents of participating children:
  - a. Timely information about programs under Title I
  - b. 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
  - c. 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 reasonably possible
- E. If the district operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the district

### **Shared Responsibilities for High Student Academic Achievement**

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

- A. 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



- B. 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
- C. 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
- D. 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
- E. 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
- F. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- G. 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
- H. 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
- I. May train parents to enhance the involvement of other parents
- J. 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
- K. May adopt and implement model approaches to improving parental involvement
- L. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I
- M. May develop appropriate roles for community-based organizations and businesses in parent involvement activities
- N. Shall provide such other reasonable support for parental involvement activities under Title I as parents may request

### **Accessibility**

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

### **Use, Distribution, and Updating of this Policy**

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

## **Section 11 Pregnant and Parenting Students Policy**

Students who are pregnant or parenting may expect the following rights:

- A. Attendance and Leave of Absence
  - a. Pregnant and parenting students will be allowed to attend their own, and their child's, medical care appointments, or other pregnancy- or parenting-related appointments. These absences will be treated like other students who are excused for medical reasons.
  - b. Absences due to pregnancy, pregnancy-related conditions, or to care for an ill child will not violate compulsory attendance requirements.
  - c. Students will be permitted to take a leave of absence for pregnancy, childbirth, prenatal and postnatal needs, and for recovery following childbirth deemed medically necessary by the student's medical care provider.
  - d. Pregnant and parenting students will be allowed to participate in all activities, including extracurricular activities, during and after pregnancy. The school may request a health care provider's certificate addressing safe participation, if a certificate addressing safe participation is required of other students with other conditions requiring attention of a licensed health care provider. A certificate will mean a written document signed and dated by a licensed health care provider.
  - e. At the conclusion of a leave of absence, the student will be immediately enrolled in his or her school of record in the same grade and status as when the leave began.
- B. Coursework
  - a. Pregnant and parenting students will be provided with all assignments, class work, and any additional support needed to ensure that the student may keep up with class work.
  - b. Pregnant and parenting students will be allowed to attend regular classes and complete their coursework.
  - c. There will be an alternative to regular classes available to pregnant and parenting students to complete their coursework if classroom work is not an option due to pregnancy or parenting. The alternatives are voluntary, with the student being authorized to decide whether to participate in an alternative method of instruction.
- C. Lactation Room
  - a. Any lactating student will be provided reasonable time and space to express (pump) breast milk or breastfeed during the school day.
  - b. The lactation room will not be a bathroom or closet, and will be private, clean, reasonably accessible, and include an electrical outlet and chair.
  - c. The school will provide a food safe refrigerator for lactating students to safely store breast milk.
- D. Childcare
  - a. If the school has no child care providers, the school will provide a list of qualified providers, which will be updated annually.
  - b. Approved providers must participate in the quality rating and improvement system, and meet all the criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act.
- E. Other Accommodations
  - a. Pregnant and parenting students will be notified that they may request reasonable accommodations. Reasonable accommodations will be evaluated on a case-by-case basis.
  - b. Reasonable accommodations may include: additional frequency for bathroom breaks, additional time between class periods, larger desks or additional workspace, and adjustments for physical education requirements.

- F. Privacy and Confidentiality
  - a. All health and personal information of pregnant and parenting students will be kept confidential, consistent with governing law.
  - b. Information regarding student pregnancies or related conditions will not appear in cumulative records, and may not be used when pregnant or parenting student is being considered for educational or job opportunities, awards, or scholarships.
- G. Bullying and Harassment
  - a. Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Pregnant and parenting students are protected by Santee's anti-bullying policy.

## **Section 12 Homeless Students Policy**

For the purpose of this policy, "homeless students" generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

### **No Stigmatization or Segregation of Homeless Students**

It is the district's policy and practice to ensure that homeless children are not stigmatized or segregated by the district on the basis of their status as homeless.

### **Homeless Coordinator**

The homeless coordinator shall serve as the school liaison for homeless children and youth and shall ensure that:

- A. Homeless children are identified by school personnel
- B. Homeless children enroll in, and have a full and equal opportunity to succeed in, school
- C. Homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services
- D. 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
- E. 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
- F. Enrollment disputes are mediated in accordance with law
- G. 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 coordinator may designate duties hereunder as he or she 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/guardian as provided in Nebraska Rule 19.

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

- A. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian, or other person having legal or actual charge or control of a homeless child or youth within thirty calendar days of the time such complaint or dispute is brought
- B. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered
- C. Notice of the right to appeal as provided in Nebraska Rule 19

Any parent, guardian, or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The district shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the district shall immediately refer the parent/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/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/guardian of the homeless child, or by the homeless coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the district, and the homeless child continues to live in the district, transportation to and from the school of origin shall be provided by the district; and (2) if the homeless child lives in a school other than the district, but continues to attend Santee Community Schools based on it being the school of origin, the new school and Santee Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 13    Breakfast and Lunch Programs**

The district 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. The district provides the United States Department of Agriculture's required nondiscrimination statement:

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, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

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

- A. Agrees to serve meals free to children from families whose income meets eligibility guidelines
- B. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines
- C. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses, shelter costs in excess of thirty percent of reported income, special education expenses due to the mental or physical condition of a child, or disaster or casualty losses
- D. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs, and unemployment that causes the family income to fall within the criteria set forth in federal guidelines
- E. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals, use a separate lunchroom, go through a separate serving line, enter the lunchroom through a separate entrance, eat meals at a different time, or eat a meal different from the one sold to children paying the full price
- F. Agrees that, in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, orientation, color, or national origin
- G. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing, the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - a. A publicly-announced, simple method for making an oral or written request for a hearing
  - b. An opportunity to be assisted or represented by an attorney or other person
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
  - g. The hearing be conducted and the decision made by a hearing official who did not

- participate in the decision under appeal or in any previous conference
- h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official
  - H. Agrees to designate the superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals
  - I. Agrees to develop and send to each child's parent/guardian a letter as outlined by the Nebraska Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits

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

- A. Eligibility criteria for free and reduced meals
- B. Parent letter and application
- C. Public release
- D. Collection procedure

### **Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the superintendent or superintendent's designee. An application submitted on or after July 1 will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

### **Student Confidentiality**

The district will disclose individual student eligibility information only to those persons and organizations who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The district shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

### **Annual Distribution of Policy**

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the district during the school year.

This policy shall also be provided annually to district staff members responsible for the enforcement of this policy, including food service professionals.

The superintendent or the superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and district staff.

## **Article 10: Extracurricular Activities: Rights, Conduct, Rules, and Regulations**

### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education, providing experiences that will enhance students' physical, mental, and emotional health.

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. Participation in activities, both as a competitor and as a student spectator, is an integral part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skills, and emotional maturity that they possess, thereby making them better individuals and citizens.

#### **Extracurricular Activities Definition**

Santee school defines extracurricular activities as student activities or organizations, supervised or administered by the district, which do not require a grade or count toward graduation or advancement between grades, and in which the district does not otherwise require participation.

#### **Goals of Extracurricular Activities**

- A. Students will have fun
- B. Students will learn how to compete, succeed, and fail
- C. Students will learn more about the activity in which they are participating

#### **Safety**

The district's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

#### **Warning for Participants and Parents**

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

## **Section 2      Extracurricular Activity Code of Conduct**

### **Purpose of the Code of Conduct**

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

### **Code of Conduct**

The Code of Conduct applies to all extracurricular activities as defined above in Article 10, Section 1. Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, pep club, pep band, Warrior choir, extracurricular musical activities, speech, drama, one-act play, FBLA, FCCLA, Spanish club, art club, student council, student advisory board, National Honor Society, and other school-sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances, and participation in royalty for such activities. A "participant" refers to a student who participates in, has participated in, or will participate in an extracurricular activity.

The Code of Conduct applies to conduct that occurs at any time during the school year, as well as within the time frame beginning with the official starting day of the fall sport season established by the NSAA and extending 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.

The Code of Conduct also applies when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may affect a student's participation under the team selection and playing time guidelines.

The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further disciplinary action under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

### **Grounds for Extracurricular Activity Discipline**

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Santee Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:



- A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- B. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes, or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
- C. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- D. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
- E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student, or making a threat which causes or may be expected to cause a disruption to school operations.
- F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules
- G. Selling, using, possessing, or dispensing alcohol, tobacco, narcotics, drugs, controlled substances, or inhalants; being under the influence of any of the above; possession of drug paraphernalia; or 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 alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" below for further information.)
- H. Public indecency.
- I. Sexual assault or attempt to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- J. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee; or at school-sponsored activities or athletic events.
- K. Engaging in any activity forbidden by law that constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
- L. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
- M. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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, orientation, national origin, or religion.
- N. Dressing or grooming in a manner that is dangerous to the student's health and safety or a danger to the health and safety of others, or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd, indecent, vulgar, or offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; or dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

- O. Willfully violating the behavioral expectations for those students riding Santee Community School buses or vehicles used for activity purposes.
- P. Failure to report for an activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
- Q. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
- R. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
- S. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
- T. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
- U. Repeated violation of any school rule.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations: Definitions**

"Use or consume" refers to any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

"Under the influence" means any level of impairment, and includes the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

"Possession" includes having control of the substance, and also includes being in the same area where the substance is present and no adult is present and responsible for the substance. Possession includes situations wherein, for example:

- A. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even if the student has not touched or consumed the alcohol.
- B. Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even if the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent/guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student can safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, students are not to leave in a car being driven by a person who has been drinking. Instead, the student should call for a safe ride home and, while waiting, clearly distance himself or herself from the alcohol).

### **Drug and Alcohol Violations: Consequences**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not enact future violations.

Because of the grave implications of drug and alcohol violations for student participants, other students, and the school, the following consequences are established for such violations:

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

- A. First violation: Twenty-one days and twenty hours of community service.
- B. Second violation: Thirty-five days and forty hours of community service.
- C. Third or any subsequent violation: One calendar year.

### **Community Service**

Hours of community service must be completed before the student is permitted to participate in any extracurricular or social activity.

### **Reduction for Self-Reporting**

If the student has self-reported, consequences are reduced as follows:

- A. First violation: Fourteen days and ten hours of community service.
- B. Second violation: Twenty-eight days and twenty hours of community service.
- C. Third or any subsequent violation: Exclusion for the remainder of the current school year.

### **More Serious Violations**

In the event of more serious drug or alcohol violations, such as students engaging in use of especially harmful and addictive drugs (such as cocaine or meth) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established at the discretion of the administration.

### **Steroid violation**

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

- A. First Violation: Thirty consecutive days.
- B. Second or Any Subsequent Offense: One calendar year.

### **Term of Suspension**

For drugs, alcohol, and steroid violations, all suspensions begin immediately upon violation or as soon as administrative suspension is determined, and will include at least one scheduled activity or event in which the student is a participant in order to ensure that the suspension has a real consequence for the student. Spring suspensions may be carried over to the fall when they have not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

### **Self-Reporting**

A student who violates the Code of Conduct must self-report. Failure to self-report will lead to a longer

suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent/guardian may initiate the self-reporting process, but the student will be required to provide a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why he or she should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event that a coach, activity sponsor, or school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

### **Determining a Violation Has Occurred**

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

- A. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
- B. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest, and an adjudication of delinquency by a juvenile court.
- C. When a student admits to violating one of the standards of the Code of Conduct.
- D. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
- E. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

### **Procedures for Extracurricular Discipline**

The following procedures are established for suspensions from participation in extracurricular activities:

- A. Investigation: The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
- B. Meeting: Prior to commencement of the suspension, the school official or designee considering the suspension will provide the student an opportunity to give his or her account of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required when the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case, the meeting will occur as soon as

- reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
- C. Notice Letter: Within two school days, two business days if school is not in session, or such additional time as is reasonably necessary following the suspension, the athletic director or the athletic director's designee will send a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parent/guardian will be informed of the opportunity to request a hearing.
  - D. Informal Hearing Before Superintendent: The student or student's parent/guardian may request an informal hearing before the superintendent. The superintendent may designate the athletic director or another administrator not responsible for the suspension decision as the superintendent's designee to conduct the hearing and make a decision.
    - a. A form to request such a hearing must be signed by the parent/guardian. A form will be provided with the notice letter or otherwise be made available by request from the principal's office.
    - b. The request for a hearing must be received by the superintendent's office within five days of receipt of the notice letter.
    - c. If a hearing is requested:
      - i. The hearing will be held within ten calendar days of receipt of the request, subject to extension for good cause as determined by the superintendent or the superintendent's designee.
      - ii. The superintendent or superintendent's designee will notify the participants of the time and place of the hearing with reasonable notice for preparation for the hearing.
      - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days, or ten calendar days if school is not in session. The written decision will be mailed or otherwise delivered to the participant or parent/guardian.
      - iv. A record of the hearing, including copies of documents provided at the hearing and a recordation, will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
  - E. No Stay of Penalty: There will be no stay of the penalty imposed pending completion of the due process procedures.
  - F. Opportunity for Informal Resolution: These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Impact on Lettering and Post-Season Honors**

A student who commits a Code of Conduct violation is:

- A. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
- B. Not eligible to receive honors during the sport or activity in which he or she is participating at the time of the offense, and/or in sports or activities in which he or she has been suspended due to a code violation. The coach/sponsor, with the approval of the athletic director, may make an exception when the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

### **Section 3      Eligibility Policy**

Beginning the third week of each quarter, eligibility will be determined on Tuesdays at 8:00 AM, by which time student grades will be updated. Any student failing two or more classes will be ineligible to participate in or attend all extracurricular activities for the entire week period, until the following Tuesday at 8:00 AM. Students who are newly ineligible will have a grace period of one week to improve their

grades. At the end of the grace period, if the student is failing two or more classes, the student will be ineligible for that eligibility period and each subsequent eligibility period that their grades are not improved.

Students who are on the ineligibility list due to grades must attend AM or PM ICU until they are failing fewer than two classes, and have fewer than 5 incompletes, even during their grace period. Eligibility will be restored to a student who is failing two or fewer classes when the eligibility period resets on the following Tuesday at 8:00 AM.

#### **Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged for all students; however, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

- A. Be enrolled in at least twenty-five credit hours in the semester of participation.
- B. Maintain passing grades in all courses. (See Article 10, Section 3: Eligibility Policy above for details.)

#### **Exceptions**

Academic requirements do not apply to:

- A. Instructional field trips that are a part of the scheduled course learning experience.
- B. Activities or events that are considered in determining the student's grade .

#### **Section 5 Team Selection and Playing Time**

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

- A. School Representative: Student participants must represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, including good citizenship in the school and community.
- B. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) ability or skill level, (2) desire to improve the student's own skills as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

#### **Section 6 Student Celebrations**

School sponsored activities and celebrations are subject to all provisions of the Student Activity Code of Conduct listed in Article 10, Section 2 above, and are privileges available to students meeting all requirements for participation.

#### **Letters and Post-Season Honors**

Each head coach and sponsor will develop and inform participants of the requirements to earn a varsity letter. Copies of these requirements must be filed with the athletic director prior to the start of the

season.

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

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

- A. Who Can Attend: Only students of Santee Community Schools and their guests may attend. Non-enrolled Santee students need prior administrator approval.
  - a. Students currently attending Santee High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Santee High School or their own school are generally considered appropriate dates or invited guests.
  - b. Some school dances may be restricted to students attending specified grades levels at Santee Community Schools. For any dances at the middle school level, only students attending Santee Community Schools in the grade(s) for which the dance is being held may attend.
  - c. Students who have been suspended from school or from extracurricular activities may not attend.
  - d. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the Santee Community School Code of Conduct.
  - e. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - f. Students or their guests who engage in inappropriate behavior may be asked to leave.
- B. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Parent/guardian and authorities will be contacted.
- C. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the principal or staff sponsor for the event if you are uncertain about your attire.

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

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

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### **Parents' Role in Interscholastic Athletics and Other Extracurricular Activities**

Communicating with your children:

- A. Make sure that your children know that, win or lose, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- B. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.

- C. Be helpful but do not coach your child. While it is difficult not to, it is much harder for a child who is flooded with advice and critical instruction.
- D. Teach your child to enjoy the thrill of competition, of putting forth best effort, and of working to improve skills and attitudes. Help your child develop the feeling for competing, for trying hard, and for having fun.
- E. Do not relive your athletic life through your child, as this creates pressure.
- F. Do not compete with the coach. If your child is receiving mixed messages from authority figures, he or she will likely become discouraged.
- G. Avoid comparing the skill, courage, or attitude of your child with other members of the team.
- H. Get to know the coach(es). Then you can be assured that the coaching philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under the coaching staff's leadership.
- I. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate the issue.

#### Communicating with the Coach:

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



## **Section 8      Good Sportsmanship: Behavior Expectations of Players and Spectators**

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

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

- A. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- B. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem and Dakota Flag Song are performed.
- C. Understand that a ticket is a privilege to observe the contest, and maintain self-control.
- D. Do not “boo,” stamp feet, or make disrespectful remarks toward players or officials.
- E. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- F. Know that noise-makers of any kind are not proper for indoor events.
- G. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- H. Stay off the playing area at all times.
- I. Do not disturb others by throwing material onto the playing area.
- J. Show respect for officials, coaches, cheerleaders, and student athletes.
- K. Pay attention to the half-time program and do not disturb those who are watching.
- L. Respect public property by not damaging the equipment or the facility.
- M. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- N. Refrain from the use of alcohol and drugs on the site of the contest.

## **Section 9      Student Fees and Equipment**

The Santee Board of Education 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 and state and federal law. 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 provides activities, programs, and services to children that 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. The district's general policy is to continue to encourage and, to the extent permitted by law, to require 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 that may be adopted. The policy includes Appendix 1,

which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration, teachers, activity coaches, and sponsors for further specifics.

## **Article 11: Early Childhood Center**

### **Section 1      Infant and Toddler / Growing Together Handbook**

#### **Enrollment**

A child will be considered enrolled at **Santee School Growing Together Childcare** when the following are completed and received from the parent:

- Enrollment form
- Medical Information
- Parent Pick up Form
- Copy of the child's birth certificate
- Copy of the child's Social Security card
- Child's immunization record
- Sixpence Early Childhood Endowment Intake Form
- Sixpence Authorization to share information

Once the child is enrolled, some forms may need to be updated.

#### **Philosophy**

We strive to offer your child a warm, loving and supportive environment that will enable him/her to grow as an individual.

#### **Communication Policy**

Communication between parents and providers is essential if your child is to receive consistent, nurturing care. We like to be sure that we can openly share any concerns or questions that may arise. We welcome questions, feedback or discussion of any kind that affects a positive outcome for the child. Communication between school and home will allow your child to develop a sense of security. Please feel free to call us to discuss problems or concerns. If you call during the day, please be aware that we may be busy with the children and may not be able to talk at that time. A conference time can be set up. Any information you share with us is strictly confidential. Please take daily information sheets, and the items that are put in your child's cubby. Menus are posted in the classroom, as is a calendar which will have important dates and events.

Parents are encouraged to drop in any time to spend time with their child or volunteer to help in the Infant and Toddler classroom.

#### **Days and Hours**

Santee School Growing Together Childcare is open Monday through Friday, **7:30 AM - 5:00 PM**.

Please let us know if your child will not be coming to childcare by 8:30 AM. In order for our program to operate appropriately and ensure all children's educational and developmental needs are met, the child must be here. This is considered a classroom, and good attendance helps with the children's development and experiences.

#### **Items to Send With Your Child**

Parents must provide the following items: formula for infants, baby food with baby's name on the container, disposable diapers, an extra change of clothing, weather appropriate clothing, and sunscreen.

#### **Drop Off / Pick Up**

It is the parent's job to deposit and retrieve their child's things to and from the child's cubby each day. Parents also need to ask for their child's medications, which are not kept in the cubby. Children are

encouraged to hang up their own jackets and place their things in their own cubbies. We try to encourage responsibility and independence in taking care of one's own items. No child will ever be allowed to leave with any person not authorized by the parent. An authorization form denoting people who may pick up your child is included in the child care packet.

### **What to Wear**

Children should come to childcare dressed in durable, comfortable play clothes. This program is designed to keep children active. We take reasonable precautions to keep the children as clean as possible and to keep their clothing from becoming damaged. We ask that children remove their shoes upon arrival, to be kept in their cubby. You are welcome to bring slippers for the children to wear in the classroom. Because many of our children crawl, we try to limit the amount of debris in the carpet and classroom.

Please make sure your child has weather appropriate clothing. We endeavor to take the children out every day. In the winter, your child will need a warm coat, hat, mittens, and boots if there is snow on the ground. In the fall and spring, layers of clothing are often appropriate due to wide temperature ranges throughout the day.

### **Items from Home**

The following rules apply when a child brings an item in from home: the item must be of ample size as not to present a choking hazard to any of the other children at the childcare; the child must be willing to share the item with the other children, otherwise the item will stay in the child's bag or the cupboard for the day; parents must understand there is a risk of the item being broken or lost and the provider is not liable; no candy is allowed.

### **Daily Schedule of Childcare**

*This schedule is subject to change; times are approximate.*

7:30 Arrival and greeting / hand washing, followed by free play  
8:15 Breakfast  
8:40 Free play  
10:00 Snack  
10:15 Outside play followed by indoor play, depending on the weather  
11:20 Music  
11:35 Lunch  
12:15 Nap, followed by free play  
2:15 Outdoor play followed by indoor play, depending on the weather  
2:45 Group activity  
3:15 Snack  
4:00 Child care closed

*Infants follow their own schedules.*

### **Daily Report**

Daily reports will be written for you to take home. These reports may include your child's food consumption, diaper changes or bathroom use if potty training, naps, description of behavior, and information about your child.

### **Fee Schedule**

Charges of \$1.25 per hour per child apply to those who wish to send their children to Growing Together classroom. You may apply for assistance with your childcare bills at [www.accessnebraska.ne.gov](http://www.accessnebraska.ne.gov). A

Social Security number is required to do this.

### **Child Illness Policy**

Health department regulations prohibit the admittance of ill children into the family childcare center. If your child is displaying, or has displayed within 24 hours, a fever of 100° F. or greater, diarrhea, vomiting, or symptoms of any communicable disease (rash, sore throat with swollen glands, severe coughing, eye discharge, yellowish skin or eyes), they cannot be brought to the childcare center. If a child becomes ill while in care, you will be notified to come and pick up your child immediately. The child may return to childcare when they are free of symptoms for 24 hours, fever free without medication, or have been on an antibiotic for 24 hours or a doctor's note says they are no longer contagious. We want to keep the childcare center healthy for all. If your child has nits or head lice, you will be notified. The state of Nebraska requires that other parents be notified if any child at the childcare has chicken pox, pink eye, head lice, influenza, pinworms, ringworm, scabies, fifth disease, rotavirus, RSV, and similar illnesses.

*Please notify the Childcare (402-857-2741) by 8:30 AM if your child will be late or not be attending.*

### **Medication**

When medication is to be given by the provider, the medication must be in its original container, clearly marked with child's name and dosage requirements. The medication should be handed directly to a provider. Do not leave meds of any kind in a bag or the child's cubby. You will be asked to sign a *Medication Permission Form* provided by the state. A parent may come in and give medication to their own child.

### **Food Program**

As a participant of the USDA Food Program through Santee School and/or Nutrition, the childcare will supply each child with meals and snacks that meet the food program guidelines for age, with the exception of formula and baby food for infants. Please do not send food of any kind with your child unless they have special dietary needs and prior arrangements have been made with the provider. Children are only offered juice, milk, or water during the day.

### **Breastfeeding**

We offer a room for parents that would like to breastfeed or pump. Parents are welcome to store the breast milk in the refrigerator in our classroom.

### **Child Abuse**

All citizens of Nebraska are required by law to report any form of physical, sexual, verbal, or emotional abuse and neglect to children. The staff has been trained in the recognition of different forms of abuse and neglect. The staff are asked to speak to parents about neglect, such as not using a proper restraint in a vehicle, children not coming in appropriate clothing for the weather, and not seeking adequate medical attention. These things are also documented and kept on file at the childcare. If necessary, the authorities will be notified for the welfare of the child.

### **Discipline**

#### **Infants:**

Discipline for infants is a matter of safety. A safe environment is provided to prevent problems: saying "no" in a calm but firm manner when infants are in danger, childproofing areas where infants play, and helping older children understand which items need to be kept away from babies and why.

#### **Toddlers:**

Toddlers are beginning to understand simple directions, but they are unable to remember things, so

rules are repeated frequently. Because a toddler is struggling to understand their world, they often exhibit unacceptable behavior with acceptable objects (i.e., throwing blocks). Safety procedures are used with toddlers: keeping items out of reach, removing children from frustrating situations, talking to children about their feelings and giving them words to express those feelings, redirecting attention, explaining a more appropriate behavior ("blocks belong on the floor" or "keep the blocks on the floor please, you may throw the balls into the ball pit").

Rules for toddlers are simple: walk inside, help others, and no biting/hitting/kicking. When a problem does occur, positive methods of discipline are used in a quiet, calm manner. These methods encourage self-control, self-direction, and cooperation. The child is directed and encouraged to solve their own problems using polite words. "I" messages are used with the children, such as "I like it when you put books back on the shelf" or "My job is to keep you safe, and I can't allow you to climb on tables." Sitting with a child and talking to the child until the child gains control is also used.

### **Toilet training**

Procedures for and expectations of toilet training must be consistent between parent and provider. We follow parents' wishes on when to start toilet training. The parent and provider will discuss appropriate procedures for training the child (every child is different).

### **Termination**

Parents are asked to give notice when terminating childcare services. The provider reserves the right to terminate care when deemed necessary. The provider will give as much written notice as possible when terminating childcare services.

### **Fostering Language**

Reading to children helps to foster language. We have many books in our classroom. Children are encouraged to use books during the day and are read to daily. Staff also fosters language by talking and interacting with children and modeling appropriate language and behavior. Television is not used because reports show that viewing before age 2 has a negative effect on the child's language development, reading skills, and short-term memory. Toddlers who watch TV are more likely to have problems paying attention at age 7. TV is two-dimensional, and infants are developing three-dimensional vision. Having a TV on in the background usually means the parent/caregiver is talking to the child less.

### **Physical Activity**

We provide at least 90 minutes of active play time each day. Outdoor play is provided twice per day. Children are rarely seated for more than 15 minutes at a time. We do not withhold active play time for children who misbehave. We do not have TV or video time. We have a variety of portable play equipment (balls, scarves, wheeled toys, ribbons). There is fixed climbing equipment outdoors. There are three surfaces for the children outside. When the weather prohibits us from going outdoors, we utilize our room or the wide hall for physical activity.

### **Disaster Preparedness Plan**

If the children must be evacuated from the childcare south building, they will be taken to the school to the counselor's office or the library. Parents will then be notified to pick up their child from that location.

## **Section 2      Little Warriors Preschool Handbook**

### **Mission Statement**

Little Warriors Preschool will provide quality education in a caring, nurturing environment and will provide services to our students and their families.

### **Curriculum**

Creative Curriculum will be used. It is a research-based curriculum that offers learning opportunities in the areas of social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, and the arts.

Learning will be documented through Teaching Strategies GOLD, portfolios, and student work.

### **Philosophy of Education**

We believe a comprehensive preschool education should be based on solid child development principles.

In our setting, the preschoolers will have a stable environment and the opportunity to: learn to work and play with others, develop large and small muscle dexterity, receive stimulation for creative mental development, learn to deal appropriately with emotions, and prepare for entrance to kindergarten.

Our classrooms are designed to meet the needs of each child and stimulate learning in all developmental areas.

When you enroll your child at Little Warriors Preschool, we as a staff assume the responsibility of assisting you with your child's unique needs. We will become the "parent for the day" in your absence. We will love and respect your child, and help him/her grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral values. Thank you for sharing your child with us!

If a student has need of special education services, the staff will follow the steps to refer that child to the PSP provider. Once the paperwork is complete and parents have been notified, the staff will attend IEP/IFSP meetings with the PSP provider to develop a plan to support the child.

### **Enrollment**

Enrollment is open to any child that will be three or four years old on or before July 31. If your child enters preschool earlier, you must sign a paper signifying recognition that your child will be in preschool an extra year due to the entrance date for Kindergarten. We must receive your completed registration packet, immunization records, and physical form. You will receive additional information at the parent orientation meeting in August.

## **Daily Schedule**

### **Large Group:**

Calendar time: Students learn the days of the week, months of the year, patterns, and enrichment with letters and number recognition.

Story time: Stories that feature the current theme will be read to the students by teachers.

Message board/Activity: We will discuss what the day will hold. Activities coincide with the theme we are currently studying.

### **Small Group:**

This includes time for academic activities and projects that promote cognitive development. We will work with letters, numbers, shapes, color recognition, problem solving, verbal skills, pattern and sequence, matching, and fine motor activities.

### **Choice Time:**

Children learn through active play, exploration, role play, and discovery. Students may choose from a variety of activities at the Writing Center, Library and Listening Center, Dramatic Play Center, Technology Center, Science Center, Math Center, Sand and Water Table Center, Art Center, and Block Center.

### **Outside Time:**

A time for large muscle activities including running, skipping, jumping, climbing, throwing, and catching.

### **Music and Movement:**

Children express themselves in many ways. We sing children's songs, dance with scarves, exercise to music (Zumba and Gonoodle), and play musical instruments.

### **Snack Time:**

We enjoy nutritious snacks twice a day provided by the school. Meal time promotes routine, manners, and nutrition awareness.

### **Closing:**

We talk about what we experienced and learned each day.

## **Yearly Calendar and School Cancellations**

You will be provided with a yearly calendar before school begins at our August information meeting.

**There will be no preschool on the second Friday of each month.** Staff will be using the day for meetings, workshops, and paperwork. The preschool day will be from 8:00 AM until 3:00 PM. Breakfast is provided from 7:45 - 8:30. Lunch is provided from 11:00 - 11:30. Dismissal for the day will be at 3:00. School announcements for late starts, early dismissal, or cancellations due to weather will be made on WNAX, the school messenger, and KTIV.

## **Arrival and Dismissal**

Students may ride the bus or be dropped off at school starting at 7:45 AM. Donnie Pike will be driving the bus in the morning to pick up the children. **Please contact him if your child needs a ride.** Student dismissal will be at 3:00 PM. Students may ride the bus home or to a location requested by the



parent/caregiver. Early release of students will be by phone call to the front desk. **Please call ahead if unusual circumstances are keeping you from getting here on time for arrival or dismissal.**

### **Absences**

Please call the school or email us by 8:30 AM to let us know if your child will miss school due to illness, family plans, or other circumstances. If staff will be absent, a note will be sent home to inform parents.

### **Health**

An emergency health form is included in the registration packet. 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 determination by the school nurse or the nurse's aide 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 child's success in the classroom and/or safety at school.

### **Appropriate Dress**

Please label all sweaters, jackets, coats, and school bags with the child's name. Often, a child will have a garment identical to someone else's in the classroom.

Everyday clothes: Be aware that preschool can be messy! We will be painting, mixing, glueing, etc. Make sure that your child has durable clothing that is easily cleaned.

Extra Clothes: Please send a complete change of clothing with your child with their name on each item. We will place the extra clothes in the child's cubby so if an accident happens, we can change clothes.

Outdoor play and learning - NAPSACC: We believe that it is healthy for children and babies to spend time outside each day in most weather. When weather permits, our children spend approximately 45 minutes outside on the playground in the morning, and 45 minutes outside in the afternoon. If individual children become uncomfortable, they may be taken inside. The rest of the group should remain outside for the full play time.

In order to ensure that children can play comfortably outside each child needs a warm coat, boots, mittens or gloves, and a hat (labeled with the child's name). For warmer days dressing children lightly is just as important.

Outside time is an opportunity for active, noisy, rowdy play, and may include water play, sand play, snow play, art and nature activities, as well as imaginative play and the opportunities to run, climb, and shout.

### **Conferences**

Conferences will be held according to the school calendar, four conferences throughout the year. We will schedule two home visits to help us meet the Rule 11 requirements from the Nebraska Department

of Education. You may request an additional conference at any time during the school year by contacting Ms. Stewart.

### **Safety Drills**

Santee Community School will conduct periodic lockdown, lockout, evacuation (fire, chemicals, etc.), and shelter (tornado) drills in accordance with state regulations.

### **School Rules / Discipline**

Children need to learn and grow in a safe, just, and cooperative environment. Living within society's behavioral framework is an important life experience, which will influence students' development toward becoming responsible citizens. Children must learn to take responsibility for their actions, and parents in our school are important co-teachers of this concept. To assist in each child's development, the Little Warriors Preschool expects each child to:

1. Behave responsibly and play safely.
2. Respect one's own and others' property.
3. Listen, obey, and respect all school staff members.
4. Tell the truth.
5. Care for others as well as oneself.
6. Only use appropriate and acceptable language.
7. Students are expected to solve the problems they create without making problems for anyone else.

If children choose not to obey these rules, then the school will impose consequences according to the severity of the problem, in order to help each child learn to take responsibility. If the teacher determines that there is a serious problem, the principal and/or parents will be contacted.

We will be implementing the Pyramid Model. This model is a set of evidence-based practices that promote social-emotional competence in young children in order to reduce disproportionate discipline practices in preschool.

### **Birthdays**

We will be celebrating as a whole school during the month of your child's birthday. We will be following the wellness policy. Please read the peanut policy in Article 3, Section 2 of this handbook. We are a peanut- and tree nut-free school. If you have questions, please contact the school.

### **School Pictures**

Individual and class pictures will be taken each year. You are not required to purchase pictures, but will have the opportunity to do so if desired.

### **Book Orders**

Book orders are provided as a service to you. The books are very reasonably priced, but please do not feel obligated to purchase books. Book orders will be sent home once per month.

### **Backpack Snack Program**

Your child will receive backpack food each Friday or the last day of each week. This is a free program that gives out snacks to children for the weekend. If you do not want to participate in this program, please let the preschool staff know and the snack will not be sent home.

### **Section 3 Little Warriors Preschool Expectations**

The Little Warriors Preschool students will be working on seven expectations that will prepare them for the next level of education.

1. Enthusiasm toward learning
2. Solid oral language skills
3. Listening skills
4. Self-help skills
5. Prosocial and problem-solving skills
6. Strong fine motor skills
7. Basic letter and number recognition

### **Section 4 Early Entrance**

If a student enters preschool in the middle of the academic year, that student will be required to repeat the 3-year-old room due to the skills that are taught at this age, which include social and emotional awareness, cooperation, listening, and language. Your child's birthday also impacts placement. The skills that will be taught in the 4-year-old room will ensure the your child will be prepared to continue on their educational journey. Your child must turn 5 on or before July 31 to advance to Kindergarten for that academic year.

### **Contact Us**

Please feel free to stop by if you have questions, comments, or concerns. You can also contact us by email or phone:

Joan Stewart, Director and 3-4 Teacher

[jstewart@santeeschools.org](mailto:jstewart@santeeschools.org)

402-857-2741

## Article 12: Signature Pages

### Section 1: 2019-2020 Parent and Student Handbook Signature Pages

**I am aware that I can view the 2019-2020 Student Handbook on the school website, and can request a printed copy for my records.** I am aware of the handbook's contents, and acknowledge how it relates to attendance at Santee Community Schools, including rules and expectations, nondiscrimination policy, Title I Compact, and drug-free policy. By receiving access to this handbook, I understand that it is my responsibility to review its contents. **If I have questions, or would like to discuss additional support services (as outlined in Article 6 above), I will contact the administration.** I agree to follow the school policies and procedures as stated in the handbook.

Please **check the boxes** to allow consent for the following opportunities, and to demonstrate awareness of the terms and conditions. **Then, on the following page, each parent/guardian and student must sign your name.**

☐ 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, I allow SCS to provide transportation to any school activity without further notice. Notice will be routinely sent out to inform parents/guardians of upcoming trips that require school transportation. Some trips will require additional permission forms and 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 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 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 any other information such as witnesses' statements and police reports, which are or may come into the possession of the Santee Tribal Police.

☐ NETWORK AND INTERNET USE POLICY: I understand and agree to abide by the terms and conditions for access to the SCS electronic network account and equipment, as outlined in Article 8, Section 3.

☐ GOOGLE SUITE: I consent to the creation of a Google Suite for Education account for my child so that he/she can use the account to complete assignments, communicate with teachers, sign into Chromebooks in Jr. High, and learn 21st century digital citizenship skills. I give permission for SCS to create/maintain/continue to use a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

☐ COMPUTER CONTRACT: I agree to allow my student to use an assigned computer at school, for which they have signed a computer contract outlining acceptable use and expectations.

☐ EXTRACURRICULAR ACTIVITIES: I have read and understand the policies outlined in Article 10: Extracurricular Activities. I further understand that participation in any extracurricular activity, including NSAA-sponsored sports, clubs, and activities, is a privilege and not a right.

I HAVE READ THE 2019-2020 SANTEE COMMUNITY SCHOOL HANDBOOK AND AGREE TO FOLLOW THE SCHOOL POLICIES AND PROCEDURES AS STATED.

FAMILY NAME\_\_\_\_\_

\_\_\_\_\_  
Parent / guardian signature Date

\_\_\_\_\_  
Parent/ guardian signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

**Parents and students must sign, and check the boxes on the previous page to consent to the opportunities listed. Please return pages 91-94 to the front desk personnel.**

**Thank you.**

**Section 2: Santee School Growing Together Childcare: Sixpence Endowment Program**  
**Signature Page**

Santee School Growing Together Childcare is partially funded by the Sixpence Grant. Along with this money comes certain guidelines that must be followed. These guidelines state that the child must be 6 weeks to 36 months of age when enrolling. You are eligible for the grant if you meet one of the following:

- the child was born with a low birth weight
- you qualify for free or reduced lunches
- you have English as a second language
- you are a teen parent or parent without a high school degree

Along with the above guidelines you must agree to the following:

- I will have my child attend regularly (85% of the time).
- I will participate in visits with the teacher/director.
- I will attend one parent teacher conference a semester.
- I will attend parent meetings, at least one a semester.
- I will complete surveys and other forms required by the grant program. (ASQ within 45 days of enrollment, DECA, etc.)
- I will pay my childcare bill of \$1.25 an hour per child.
- Anytime my child will not be attending childcare or will be late, I will **call** by **8:30** and let staff know my child will not be there.

Parents are encouraged to apply for assistance to pay for child care at [www.accessnebraska.ne.gov](http://www.accessnebraska.ne.gov) **If you need help completing this process please contact the childcare director. If you do not have the paperwork completed you will be required to pay your childcare bill in full.**

Non-compliance to any of the above will be reason to consider termination of childcare services for my child.

I \_\_\_\_\_ agree to the above and want my child,  
Parent signature

\_\_\_\_\_ enrolled in the Sixpence Endowment Program.  
Child's name

\_\_\_\_\_ (Childcare will need to keep a copy of this page.)  
Date Staff signature

### Section 3: Nebraska School Activities Association (NSAA): Consent Form

School Year: 20\_\_\_\_ - 20\_\_\_\_ Member School: \_\_\_\_\_ Santee Community School

Name of Students (all):

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

The parent and student hereby:

(1) Understand and agree that participation in NSAA-sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this consent form the NSAA has provided to the parent and student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains; to more serious injuries to the bones, joints, ligaments, tendons, or muscles; to catastrophic injuries to the head, neck, and spinal cord; and, on rare occasions, injuries so severe as to result in total disability, paralysis, and death; and, (d) even with the best coaching, use of the best protective equipment, and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA-sponsored activities, and the activities rules of the NSAA member school for which the student is participating; and,

(4) Consent and agree to (a) the disclosure by the member school at which the student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA-sponsored activities, medical records, and any other information related to the student's participation in NSAA-sponsored activities; and, (b) the student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale, or display of such photographs or recordings.

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

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

Name of Students [Print Names below]

Student Signatures [Sign below]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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