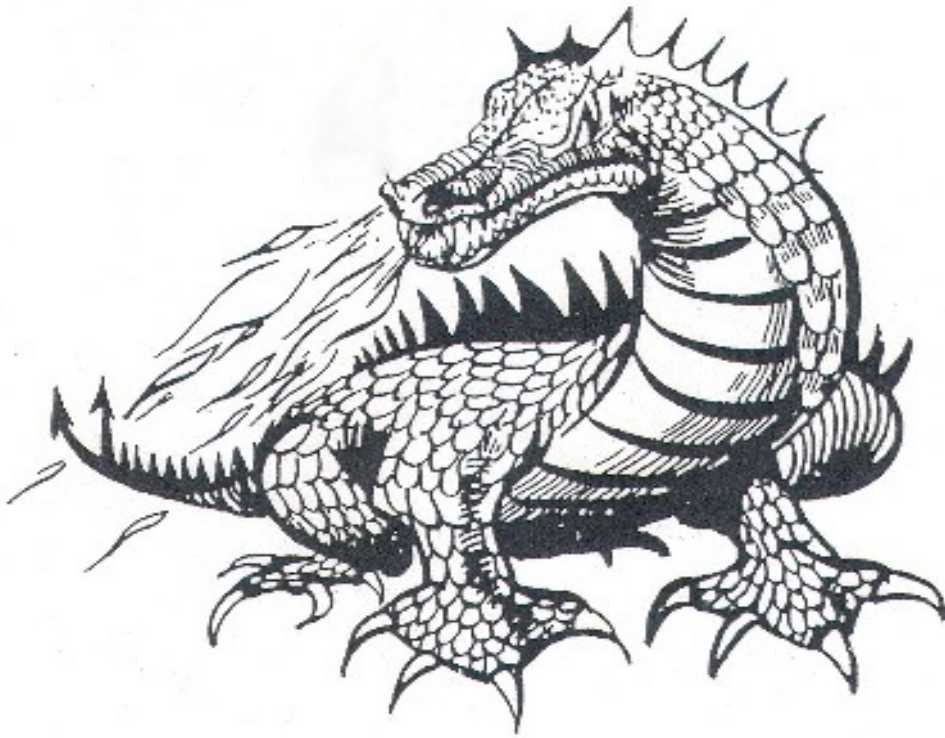


**PENDER PUBLIC
SCHOOLS
2011-2012**



**7-12 PARENT-STUDENT
HANDBOOK**

PARENT-STUDENT SECONDARY HANDBOOK OF PENDER PUBLIC SCHOOLS 2011-2012

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Pender Public Schools Secondary Student Handbook 2011-2012 School Year

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 Pender Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Section 2 Members of the Board of Education:

Name	Contact Information
Jean Karlen, President	385-2657
J. J. Maise, Vice President	385-2347
Matthew Peters, Secretary-Treasurer	385-3885
Jaima Geisert	385-0112
Connie Felber	385-0156
Dan Wichman	385-3385

Section 3 Administrative Staff:

Name	Position
Jason Dolliver	Superintendent Elementary Principal
Kelly Ballinger	Secondary Principal Special Services Director

Foreword

Section 4 Teaching Staff:

Name	Department	Grades
Kari Athey	Biological/Physical Science Introduction to Health & Science Careers/Medical Terminology	9-12 5-6 grade Science
Rusty Bartlett	Vo Ag Instructor	7-12
Greg Conroy	History	7-12
Jennifer Davis	JH Science	7-9
Matt Dregalla	Instrumental Music/Business Math	5-12
Lonnie Ford	History	7-12
Clay Haymart	English	7-12
Rhonda Heise	Media Specialist	K-12
Tanya Jelsma	Elementary SPED	P-6
Sean King	Math	7-9
Dustin Krusemark	Art	7-12
Tami Nelson	SPED	7-12
Tanya Oligmueller	Vocal Music	K-12
Tim Olin	Guidance Counselor	K-12
Dennis Oliver	Physical Education	K-12
Kristin Reuter	English	7-12
Brooke Thoene	Business	7-12
Linda Tyler	Spanish	7-12
Lanette VonSeggern	Mathematics	7-12

Section 5 Support Staff:

Name	Building	Position
Tab Albus	Pender	SPED para professional
Pam Buchholz	Pender	Food Service Manager
Jody Davis	Pender	Custodian
Sally Hansen	Pender	SPED para professional
Kayla Jackson-Mrsny	Pender	SPED para professional
Lisa Johnson	Pender	CIA & Guidance Secretary
Matt Kai	Pender	Maintenance
Roberta Kai	Pender	Cook
Sheila Nichols	Pender	SPED Paraprofessional
Amy Ostrand	Pender	Elementary Secretary
Barb Preston	Pender	Secretary/Bookkeeper
Betty Roberts	Pender	SPED Paraprofessional
Micky Rutenback	Wayne	Technology
Sandra Sands	Pender	SPED Paraprofessional Library Paraprofessional
Janet Schopke	Pender	SPED Paraprofessional
Bob Simonsen	Pender	Custodian
Tracy Swanson	Pender	Sign Language
Leslie Timm	Pender	PK-12 Nurse
Vicky Westerhold	Pender	Secondary, Activities, & SPED Secretary
Amy Woerdemann	Wayne	Tech Coordinator
Jeremy Wynia	Wayne	Technology

Section 6 Coaches & Sponsors

Name	Activity	Position
Greg Conroy	Football	Head Coach
Matt Kai	Football	Assistant
Matt Heineman	Football	Assistant
Scott Ostrand	Football	Volunteer Coach
Dennis Oliver	JH Football	Coach
Lanette VonSeggern	Volleyball	Head Coach
Brooke Thoene	Volleyball	Assistant
Andrea Hansen	Volleyball	Volunteer Coach
To Be Determined	JH Volleyball	Coach
Robert Rainer	Girl's Golf	Head Coach
Dustin Krusemark	Cross Country	Head Coach
Lauren Kaser	Flames	Coach
Larry Ballinger	Girl's Basketball	Head Coach
Clay Haymart	Girl's Basketball	Assistant Coach
Melissa Hansen	Girl's Basketball	Volunteer Coach
Brad Morgan	JH Girl's Basketball	Coach
Andy Welsh	Boy's Basketball	Head Coach
Terry Mailloux	Boy's Basketball	Assistant Coach
Michael Sorenson	Boy's Basketball	Volunteer Coach
Lonnie Ford	JH Boy's Basketball	Coach
Dennis Oliver	Wrestling	Head Coach
Dallas Bartlett	Wrestling	Assistant Coach
Dennis Oliver	JH Wrestling	Coach
Greg Conroy	Track	Head Coach
Dustin Krusemark	Track	Assistant Coach
Todd VonSeggern	Track	Volunteer Coach
Dennis Oliver	JH Track	Coach
Sean King	JH Track	Meet Sponsor
Lanette VonSeggern	Boy's Golf	Head Coach
Robert Rainer	Boy's Golf	Volunteer Coach
To be determined	Baseball	Head Coach

Foreword

To Be Determined	Baseball	Assistant Coach
Greg Conroy	Athletic Director	
Dallas Bartlett	FFA	Advisor
Matt Dregalla	Instrumental Music	Sponsor
Brooke Thoene Tab Albus	Junior Class	Sponsor
Tanya Oligmueller	Musical	Sponsor
Jennifer Davis	National Honor Society	Sponsor
Linda Tyler	One Act/Quiz Bowl	Sponsor
Rhonda Heise	Senior Class	Sponsor
Kristin Reuter	Student Council	Sponsor
Clay Haymart	Student Council	Sponsor
Tanya Oligmueller	Vocal Music	Sponsor
Rhonda Heise	Yearbook	Sponsor

Section 7 Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar—2011-2012

August	8	Fall practice begins
	10-11	Laptop Roll Out Seminars
	15-16	Teacher In Service
	17	Student’s First Day—K-12—1:00 dismissal
	18	First Day for Preschool Students (regular dismissal)
September	5	No School – Labor Day
October	7	Homecoming
	14	Early Dismissal—Teacher-In Service (1:00 dismiss)
	14	End of 1 st quarter
	24	P-T Conference 5-9 p.m.
	26	P-T Conference 5-9 p.m.
	28	No School
November	4	Early Dismissal (1 p.m.) Teacher-In Service
	23	1:00 Dismissal—Thanksgiving Vacation
	24-27	No School – Thanksgiving Vacation
December	2	1:00 Dismissal—Teacher In-Service
	22	End of 2 nd quarter—1:00 Dismissal
	23-27	No School---Practice Moratorium
	22-31	No School—Winter Break
January	1-2	No School—Winter Break
	3	School Resumes
	26	P-T Conferences 3-9 p.m.-Dismiss at 2:30 p.m.
	27	No School
February	3	Early Dismissal—(1 p.m.) Teacher Inservice
	17	No School
March	2	No School
	8	End of 3 rd quarter
	9	No School
	16	Early Dismissal at 1:00 p. m.
April	6-9	Spring Break
	14	Prom
May	4	Early Dismissal—1:00 p. m. Teacher In-Service
	12	Graduation
	17	Last Day—Students –12:00 dismissal
		End of the 4 th quarter
	18	Teacher Workday

Article 1 – Mission and Goals

Section 1 School Mission Statement:

Welcome to Pender Public Schools. The mission of the Pender Public Schools District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.

GOVERNING BELIEFS

1. We believe communication is necessary in providing a quality education.
2. We believe that a quality education is a joint commitment and responsibility of the entire community.
3. We believe that our school system should provide the educational opportunities to meet the individual needs of all students.
4. We believe that the learning environment should be safe, supportive, positive, and dignified.
5. We believe in providing the learning environment and technology to motivate and challenge the student to be the best he/she can be.
6. We believe in recognizing the diversity of students, their backgrounds, and families.
7. We believe in creating an educational environment in which students learn to take responsibility for their own learning and actions.
8. We believe that our school system should hire, maintain, and retain the best qualified staff possible.

Essential Education: Pender Public School is committed to providing its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State’s academic content standards and essential learning and such additional standards as are established by the Board of Education
- Success at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
 - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards as are established by the Board of Education;
 - Is appropriate for the developmental level of the students;
 - Addresses diverse learning needs;
 - Instills a passion for learning and the importance of life-long learning;
 - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 - Develops expected work ethics, as well as group participation and leadership skills;
 - Incorporates character education and multicultural education, including respect for diversity;
 - Provides for application of technology in all learning areas;
 - Provides access to advanced courses; and
 - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;

Article 1 – Mission and Goals

- learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
- implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 2: Complaint Procedures:

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

Procedures.

A. Step I

1. A person who believes that there are grounds for a grievance is to discuss the matter with the person who is the basis of the grievance, their immediate supervisor, and then the building principal in an effort to resolve the problem.
2. The Aggrieved Person may have a representative assist in an effort(s) to resolve the problem informally with the building principal or immediate supervisor.

B. Step II

1. If an Aggrieved Person is not satisfied with the disposition of the problem, or if no decision has been rendered following five (5) school days, after stating the grievance outlined in Step I, the Aggrieved Person may submit the claim as a formal grievance, in writing, specifying the policies, rules, and regulations or contractual provisions alleged to have been violated, to the building principal or immediate supervisor. The written grievance shall be filed no later than thirty (30) school days after Step I of the grievance process. The grievance should be filed on Grievance Form A. Refer to AR-1025.1, Grievance Forms for all grievance forms.
2. The building principal or immediate supervisor shall, within five (5) school days, render a decision and the reasons therefore, in writing on Grievance Form B, to the Aggrieved Person and to the superintendent of schools.

C. Step III

1. If the Aggrieved Person is not satisfied with the disposition of the grievance at Step II, or if no decision has been rendered within five (5) school days after the presentation of the grievance in writing, the Aggrieved Person may appeal the written grievance to the superintendent of schools. In the case that no decision is rendered, the appeal shall be filed on Grievance Form B no later than ten (10) school days of filing the paperwork required in Step II.
2. The superintendent of schools shall act for the administration as Step III of the grievance procedure. Within (10) school days after receipt of the written appeal for a hearing by the superintendent of schools, he or she shall meet with the Aggrieved Person for the purpose of hearing and resolving the grievance. A record of such hearing shall be kept by the superintendent of schools, and made available to the parties involved upon request. The superintendent of schools shall, within five (5) school days following the hearing, render a decision and reasons therefore, in writing on Grievance Form C, to the Aggrieved Person.

D. Step IV

1. If the Aggrieved Person is not satisfied with the disposition of the grievance at Step III, or if no decision has been rendered within fifteen (15) school days after submission to the superintendent of schools, the Aggrieved Person may appeal the grievance to the president of the board of education. In the case that no decision is rendered, the appeal shall be filed on Grievance Form C, no later than twenty (20) school days after submission of the grievance to the superintendent of schools.
2. Within thirty (30) school days after receiving the written appeal, the board of education shall meet with the Aggrieved Person for the purpose of hearing and resolving the grievance. Within five (5) school days following the hearing of the matter, the decision of the board of education shall be rendered in writing on Grievance Form D.

Article 2 – School Day

Section 1 Daily Schedule

Regular Schedule

8:07	First Bell
8:15-9:05	1 st Period
9:08-9:58	2 nd Period
10:01-10:51	3 rd Period
10:54-11:44	4 th Period
11:47-12:14	5 th Period—First Lunch
12:37-1:04	5th Period—Second Lunch
1:07-1:57	6 th Period
2:00-2:50	7 th Period
2:53-3:43	8 th Period

Section 2 Shortened Schedule

<u>10:00 Start</u>		<u>1:00 Dismissal</u>	
9:52	First Bell	8:07	First Bell
10:00 - 10:37	1st Period	8:15-8:45	1 st Period
10:40 - 11:17	2nd Period	8:48-9:18	2 nd Period
11:20 - 11:57	3rd Period	9:21-9:51	3 rd Period
12:00 - 12:27	5th Period--1st Lunch	9:54-10:24	4 th Period
12:36 - 1:03	5th Period-2nd Lunch	10:27-10:57	6 th Period
1:06 - 1:43	4th Period	11:00-11:27	7 th Period
1:46 – 2:23	6th Period	11:29-11:56	8 th Period
2:26 – 3:03	7th Period	11:59-12:28	5 th Period
3:06 - 3:43	8th Period	12:31-1:00	5 th Period

Article 2 – School Day

2:00 Dismissal

8:07	First Bell
8:15 – 8:52	1st Period
8:55—9:32	2nd Period
9:35—10:12	3rd Period
10:15—10:52	4th Period
10:55—11:32	6th Period
11:35—12:02	5th Period-First Lunch
12:17—12:40	5th Period--Second
12:43-1:20	7th Period
1:23-2:00	8th Period

2:30 Dismissal

8:07	First Bell
8:15 – 8:55	1st Period
8:58 -- 9:38	2nd Period
9:41—10:21	3rd Period
10:24—11:04	4th Period
11:07 – 11:47	6th Period
11:50 –12:17	5th Period-First Lunch
12:32 – 12:59	5th Period--Second
1:02 – 1:42	7th Period
1:45 -- 2:25	8th Period

Section 3 Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an Alert Now message will be sent to all patrons signed up for the service and an announcement will be made to the news media when schools will be closed. School closings will be announced on radio stations AM84 at West Point, KTCH 1590 at Wayne, KNMS 620 at Sioux City, IA and WJAG 780 KHZ & KNEN/94.7 FM, US92/94 Rock at Norfolk and TV stations KTIV Channel 4, KCAU Channel 9, in Sioux City & KETV channel 7 in Omaha. Parents may also access information through www.snowcaponline.com. Parents may have the service give direct notification to a cell phone.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Students and parents will want to pay special attention to which public school district is being closed. When school is cancelled all activities, practices and use of school facility will be cancelled.

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. **Parents may pick up their children in inclement weather at any time during the school day.** Students who drive to school maybe dismissed from school during severe weather on the basis of a telephone request.

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

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

Section 4 Fire & Tornado Drills

FIRE DRILLS

At the sound of the fire alarm all personnel should leave the building as orderly and as rapidly as possible without stopping for coats or any other property. Pupils should go directly to the area designated for their particular class. Instructors will take roll and report all absenteeism to the principal. As soon as the bells sound (not before) re-enter the building and return promptly to work.

Pupils are to pass from the following rooms in the manner indicated. In the event of an exit block, use the next nearest exit. **Move as far from the building as possible so as to not interfere with firemen in case of an actual fire.**

FIRST FLOOR:

- Secondary Offices move right out the north main building door
- Art Room—Southwest door of the main building
- Vocational Agriculture—east door—move south close to the street.
- Cafeteria—Use the southwest door of the main building
- Vocal Music—out south double doors by Ag room
- Instrumental Music—South fire escape door
- Strength Training—out northeast gym exit door and move south
- Science—Exit Fire Escape Doors and move south
- Elementary gym—Hallway--South
- New gym—West Door—North

SECOND FLOOR:

Classrooms (201 & 202) east of the center stairs go down the east stairway in two single files and out the south door of the hallway to the elementary gym. Classrooms west of the center stairs (206) go down the center stairs single file, using the outside of the stairway and out the southwest doors of the main building. Rooms (207 & 208) and south rooms (203 & 206) take the fire escape and move south across the street.

THIRD FLOOR:

Classrooms east of the center stairs (distance learning (303), Room 301, Room 302, Room 304) go down the east stairway in two single files and out the south hall door of the hallway to the elementary gym. Classrooms west of the center stairs, Room 306, go down the center stairs single file, using the outside of the stairway and out the southwest door of the main building. Room 308, 309, & the library should exit the fire escape on the south side. All students and staff should move south across the street.

TORNADO DRILLS

An intercom announcement will be given, not the regular buzzer used for the fire alarms. The following directions should be followed after the alarm has been given:

HIGH SCHOOL CLASSROOMS:

- Students in room 110, 111 & 112 should stay in their room.
- Students on the second and third floor should fill room 109, 110, 111 & 112.
- Students in the vocal music room should stay in their room.
- Students in science rooms should enter the boy's FB locker room until full and then fill the vocal music room.
- Instrumental music should go to the boy's FB locker room and then fill the vocal music room.

- Students in the lunchroom should move to room 109 with the overflow going to room 110, 111 & 112.
- Art room students should move to room 110, 111 & 112.
- Ag students should go to the rest rooms by the Ag rooms.
- Students in the lunchroom should fill rooms 109, 110, 111 & 112 until full then fill the men's and women's bathrooms by the old gym.
- PE students need to go to their respective locker rooms.

Article 2 – School Day

ELEMENTARY CLASSROOMS:

- Room 117 (Preschool) go to room 167
- Room 130 (School Psych) go to women's restroom by new gym
- Room 159 go to room 163
- Room 155 go to room 165
- Room 157 go to room 165
- Room 153 go to the women's restroom by the gym
- Room 167 stay in your classroom
- Rooms 158/160 go to room 163
- Room 161 go to room 163
- Room 163 stay in your classroom
- Room 165 stay in your classroom
- Room 151 go to the women's restroom by the new gym
- Room 170 (Sally Hansen) go to men's restroom by new gym
- Room 171 (Nurse/Trainer) go to men's restroom by the new gym
- Room 172 (Multipurpose room go to girls locker room in new gym
- Room 180 (Speech) go to the men's restroom by the new gym
- PE students need to go to their respective locker rooms
- Room 109 (Daycare) students stay in your room
- Kitchen Staff should fill room 109, 110, 111 & 112
- Janitorial Staff should fill room 109, 110, 111 & 112

Whenever possible, students should crouch on their elbows and knees with their hands over the back of their heads or sit curled up with their back to the wall and cover their head with a book. Stay away from doors and windows. If a school bus is caught out in the open when a tornado is approaching, the bus will pull over and students will drop in the aisles or under the seats for protection.

Section 5: Closed Campus:

All students are required to remain on campus during the school day. They must sign out at the office.

Cars are not considered to be on campus. Students cannot go to cars without signing in and out of the office.

Driving is discouraged during school hours. It is recommended that if a student has an appointment, a parent accompany him/her. Students will not be given permission to go home or to leave the building for any reason during the school day without parental permission.

Section 6: Supervision Responsibly Before/After School

Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:55 a.m. unless they are eating breakfast, in which case they may enter the building at 7:30 a.m. During fair weather conditions the first bell will ring at 8:07 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During inclement weather the entrance will be open by 7:55 a.m. for students to enter the building. Students are to stay in the commons area and are not to go to any other part of the building without permission. Students may enter the building through the north double door (door number 4) by the flag poles.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office. **Students ARE NOT permitted to drive unless special permission is granted.**

End of School: Our regular school day ends at 3:43 p.m. Make-up work, special help such as Pendragon Hour, assignments after school, club meetings, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building by 4:00 p. m. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do 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.

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 or 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.

All emergency closing procedures will also be communicated via the Alert Now communication system. If parents/guardians are interested in signing up for the Alert Now system please contact the high school office.

Article 3- Use of Building and Grounds

Section 1 Parking

Students are required to use designated off street parking areas (school lot or poured area around the school). When parking in the parking lot, do not park between the street and the sidewalk. Failure to comply may result in loss of parking privileges; city or school generated parking fines.

Section 2 Visitors

All visitors must report to the office, upon entering the southwest entrance or north entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the southwest entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Student visitors need to be approved in advance by the Principal.

Section 3 Smoke-Free Environment

Pender Public Schools declares our school building and grounds to be smoke-free. We would appreciate any help in meeting the goal of a smoke- and tobacco-free environment for our children. When attending school events, including athletic events, please remember that the building is smoke-free and tobacco-free and abide by the District's policy.

Section 4 Care of School Property

1. Students are responsible for the proper care of all laptops, books, equipment, supplies and furniture supplied by the school. Additional information regarding the care of laptops will be provided to parents and students at the mandatory check-out seminars at the beginning of the school year.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Students need to keep their locker area, workplace, locker rooms, lunchroom, etc. in a neat and orderly fashion. Everyone should take personal responsibility to maintain a clear building and positive learning environment.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers, missing page/pages or damage which cannot be fixed that renders book unusable	Replacement cost
Loose cover, torn pages, marks that can not be erased, minor binding issues, stains, & chips	\$10.00
Binding Issues	Replacement Cost

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

Section 5 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are responsible for any items found in their lockers; therefore, we recommend that the locker is locked with a combination lock. Students may check out a combination lock from the office. Students may turn in an extra key to the office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Article 3- Use of Building and Grounds

Section 6 Searches of Lockers and Other Types of Searches

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

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

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

Section 7 Video Surveillance

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

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

Section 8 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use. Students should not use classroom phones. The courtesy phone is NOT to be used during class time. Use of the phone is not an excuse to be tardy to class.

Section 9 Bicycles

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

Section 10 Student Valuables

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

Section 11 Lost and Found

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

Section 12 Accidents

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

Article 3- Use of Building and Grounds

Section 13 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 14 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 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. 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 is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy

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

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

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

- the effect of the use upon the potential market for or value of the copyrighted work.

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

Section 1 Attendance Policy

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

Section 2 Attendance and Absences

Limitation on Absences: More than SEVEN days absent from class or classes during any one semester may constitute justification for the loss of credit for that semester in the class or classes missed. Students who are out of the classroom on school-sponsored activities under faculty supervision with arrangements and work completed ahead of time including make-up slips turned in are considered to be in attendance. Missing 2-5 periods equals ½ day absent, 6 or more periods equal one day absent. Any students missing more than seven of the same period will receive credit by the following schedule:

0-7	5 credits	12-14	3 credits	18-19	1 credit
8-11	4 credits	15-17	2 credits more than	20	0 credit

Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence, or (b) an unexcused absence

- A. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
 - (2) Illness which causes a student to be absent from school,
 - (3) Doctor or dental appointment which require student to be absent from school,
 - (4) Court appearances that are required by a court order
 - (5) School sponsored activities which require students to be absent from school
 - (6) Family trips in which student accompanies parent(s) legal guardian(s),
 - (7) Other absences which have received prior approval from the

The Principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- B.. Unexcused Absence. An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. Refer to Board Policy 5008 for more information.

Article 4 - Attendance

Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for one day, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

A student who is absent because of illness or unexpected circumstances should complete the following:

1. A phone call from a parent or guardian by 8:30 a.m. to inform the school of the absence.
2. If a phone call is not received by 8:30 a. m., the school will contact the parent/guardian at home or work. It is important for your children's safety.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or student request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Section 3 Truancy

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

Attendance is also not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

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

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

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

Article 4 - Attendance

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child’s parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the child’s attendance records documentation of such refusal.
- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

Appeal Process. Students who lose credit due to excessive absences may appeal the “loss of credit” to the building Principal, in writing, who will refer it to an advisory board. The advisory board is comprised of 5-7 teachers and the principal. Teachers are appointed to the advisory board by the principal.

Reporting Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child’s parent, or the person who has legal or active charge or control of the child) resides.

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

Section 4 Tardiness

Tardy to Class: Students will be considered tardy to school/class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time. If a student accumulates three tardies to a class/period, the student will be assessed one day absent for that class/period. If a student is more than 30 minutes late, it is considered an unexcused absence for the class/period that was missed.

Article 4 - Attendance

Section 5 Leaving School

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

Section 6 Attendance is Required to Participate in Activities

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

Section 7 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. Students are given two days to complete the make up work for each absence. A maximum of ten days are granted for students to complete make-up work. If an arrangement is made between the teacher and the student, more than two days may be granted. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets may be sent for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. If the parents or students have concerns, they are encouraged to contact the teacher.

Article 5 – Scholastic Achievement

Section 1 Grading System

Pender Public Schools will use the letter grading system at the 7th through 12th grades as follows:

A+	98 - 100		Excellent
A	95-97.99		
A-	93-94.99	4.0	
B+	91-92.99	3.7	Good
B	89-90.99	3.3	
B-	86-88.99	3.0	
C+	84-85.99	2.7	Satisfactory
C	82-83.99	2.3	
C-	78-81.99	2.0	
D+	76-77.99	1.7	Needs Improvement
D	73-75.99	1.3	
D-	70-72.99	1.0	
N/C	Below 70	No Credit	

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

Section 2 High School Yearly Course Requirements

SENIOR REGISTRATION

REQUIREMENTS: Government
English 12 or College Prep (Permission is needed for College Prep)

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

**In order to attain entrance to Distance Learning or College Credit courses students need to see the guidance counselor.

JUNIOR REGISTRATION

REQUIREMENTS: English 11
Math (Algebra 2, Advanced Math, Geometry)
Science (General Science, Physics, Advanced Biology)
World Geography/Economics

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

**In order to attain entrance to Distance Learning or College Credit courses students need to see the guidance counselor.

SOPHOMORE REGISTRATION

REQUIREMENTS: English 10
Math (Geometry, Algebra 2)
Biology I
U.S. History
Computer Applications

Article 5 – Scholastic Achievement

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

Drivers Education—summer only –cost per student to be announced

FRESHMAN REGISTRATION

- REQUIREMENTS:** **English 9**
 Math (Algebra I, Geometry)
 Physical Science
 World History
 Health/Speech

Drivers Education-summer only cost per student to be announced.

OTHER COURSES & ELECTIVES-GRADES 9-12

(CREDITS) COURSE TITLE

(10) Art I	(10) Calculus	(10) Media Communications
(10) Art II	(10) Journalism	(10) Strength Training
(10) Art III	(10) Computer Applications	(10) Psychology
(10) Art IV	(10) Accounting I & II	(10) Vocal Music
(10) Spanish I & II	(10) P. E. 4	(10) Band
(10) Ag Ed I	(10) Instrumental Music	(10) Economics/World History
(10) Ag Ed II	(10) Algebra I	(10) Physics
(10) Ag Ed III	(10) Algebra II	(10) Chemistry
(10) Ag Ed IV	(10) Geometry	(10) Advanced Biology
(10) Ag Mechanics	(10) Business Math	(10) HAP
(10) Ag Landscape/Leadership	(10) Advanced Math	(10) Biology I
(10) Web Design	(10) Adv Comp/Business Procedures	(10) Parent/Family Living/DL
(10) General Science	(10) Medical Terminology	(10) Sports Marketing/DL
(10) Introduction to Health & Science Careers		(10) Drama

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

JUNIOR HIGH COURSES

CORE CLASSES:

Social Studies	10 credits/Year
English	10 credits/Year
Science	10 credits/Year
Math	10 credits/Year

EXTRA CURRICULAR:

- Football
- Basketball
- Volleyball
- Wrestling
- Track
- Manager

OTHER:

Vocal Music	10 credits/year
Band	10 credits/year
Writing	5 credits/year
Junior High Sports	10 credits/sem.
Exploratory	10 credits/year

(Ag, Art, Spanish, Computers)

Article 5 – Scholastic Achievement

Students will be required to pass 30 credits (6/8 semesters) of core classes and required to pass 75% of other courses for promotion from seventh to eighth and eighth to ninth grades. Credits may be lost because of poor attendance. (See Limitation of Absences on page 18) Students needing to recover credit due to poor attendance and/or poor academic achievement will be allowed to participate in summer school. The school reserves the right to charge a fee per credit hour that is being recovered. Summer school will be provided at no charge for students on an IEP. Students who have an Individualized Education Plan from Special Education must meet expectations set in their individualized plan.

Section 3 Graduation Requirements

To receive a diploma from Pender High School, a student must be passing a total of 225 credit hours. A credit hour is defined as at least 900 minutes of instruction in a subject.

Specific subject requirements are:

Language Arts	45 credit hours (must include an English class at each grade level & 5 credit hours of speech)
Social Sciences	40 credit hours (must include World History, American History, American Government, & Economics/Geography)
Mathematics.....	30 credit hours (must include Algebra I, *Business Math, Geometry, & Algebra II)
Science	30 credit hours (must include Physical Science, Biology, & either Physics, Chemistry, or General Science)
Physical Education.....	15 credit hours (must include 10 credit hours of physical education and 5 credit hours of Health)
Information Technology/ Computer Application.....	10 credit hours

*with administrative approval.....

Students must take eight classes each semester. Students need to be passing thirty hours a semester to be eligible for extra curricular activities that are not interscholastic.

Students must have received passing grades in the following numbers of credits to be classified as listed:

Sophomores.....	55 credit hours
Juniors, first semester.....	110 credit hours
Juniors, second semester.....	135 credit hours
Seniors, first semester	165 credit hours
Seniors, second semester	190 credit hours

Students who have an Individual Education Program must meet standards established by that program for classification and graduation.

Class rank will be determined by “weighting” Advanced Biology for college credit, Advanced Math, Calculus, Chemistry, College Prep English, Human Anatomy and Physiology, Physics, & Spanish IV by adding 3.5 percentage points each semester after the grade average is figured.

Article 5 – Scholastic Achievement

PROCEDURES FOR EARLY GRADUATION:

Early graduation will be considered if the student completes the following steps:

- No academic deficiencies.
- Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.

- Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.
- The Board of Education will make the final decision in regards to an applicant's early completion at the April board meeting of the applicant's Junior year. The applicant and his/her parents/parent/guardian must be present at this meeting in order for the board to take action.
- Once given approval, the applicant will have until February 1 of his Senior year to notify the high school principal of his/her decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.
- A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony. (Ref Board Policy 5206)

Section 4 Promotion and Retention

The professional staff at Pender Public Schools will place students at the grade level and in the courses best suited to them academically, socially, and emotionally.

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

Junior High students will be required to pass 30 credits (6/8 semesters) of core classes and required to pass 75% of other courses for promotion from seventh to eighth and eighth to ninth grades. Credits may be lost because of poor attendance. Students who have an Individualized Education Plan from Special Education must meet the expectations set in their IEP.

Article 5 – Scholastic Achievement

Section 5 Schedule Changes

Students needing schedule changes should notify the guidance counselor. Schedule changes must be initiated by the teachers involved, the Principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the Principal only. Class/schedule changes should be made within the first week of class.

Section 6 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work, which needs improving. Students doing unsatisfactory work will be mailed, via their parents, a student progress report. This report will be mailed once each nine weeks and the parent will be notified when the student is passing again. Unsatisfactory work will be defined as below 70%. Activity eligibility is further described in Article 9, section 5.

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

Students and parents can access grades, calendar information, and assignments through Sycamore at www.sycamoreeducation.com. To obtain a log in and password for your student's account, contact the high school office. Calendars and other information can also be accessed through the school website at www.penderschools.org.

Section 7 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Percentage grades are used to designate a student's progress. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences will be held this year at the end of the 1st quarter on October 24th from 5-9 p.m. & October 26th from 5-9 p.m., and at the end of the third quarter on January 26th from 3-9 p.m. There will also be a senior parent night in the fall. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. When a student's average is ninety or above they are eligible for the honor roll and will be recognized accordingly (averages reported to the office will not be rounded).

:

- 1) Students receiving an average of 98-100 % will be on the PRINCIPAL'S HONOR ROLL.
- 2) Students receiving an average between 94-97.99 % will be classified on the SCHOLASTIC HONOR ROLL.
- 3) Students receiving an average between 90-93.99% will be classified on the MERIT HONOR ROLL.
- 4) All class grades are figured the same for honor roll status.
- 5) Honor roll lists are published in the Pender Times each quarter. (If parents have refused to have their children's names published they will be excluded from the Pender Times honor roll list).

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Section 10 National Honor Society:

The National Honor Society chapter of Pender Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

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

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

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

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

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Rhonda Heise.

Removal from National Honor Society

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

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

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

Section 11 Academic Integrity

A. Policy Statement

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

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

B. Definitions

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

1. "Cheating" means intentionally 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. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as

expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other 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.

(5) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student

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engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

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

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit.

Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

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

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

Section 1 Special Education Identification And Placement Procedures:

What Does Special Education Mean?

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

How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file which are separate from the regular education files. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;

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8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent.

Section 2 Guidance Services:

The Pender Public Schools employs a guidance counselor for the purpose of assisting with District testing, post secondary planning & preparation, student scheduling, for students to discuss problems and resolve conflicts. If someone wishes to see the counselor, contact the school office and make arrangements for an appointment. The counselor will have regular classroom visits with all students to assist them in their post secondary planning.

Section 3 Health Services:

Student Illnesses

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

Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All **prescription medications** also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's

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Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. Prescription medication forms are also found in the front of this handbook.

Health Inspections

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services (“Department”). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.

If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board may be notified if appropriate. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department’s applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received. See Board Policy 5408

Immunizations

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

Un-immunized students may be excluded from school in the event of a disease outbreak.

On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and a acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009. (see Board Policy #5001)

Summary of the School Immunization Rules and Regulations 2011-2012

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7th Grade Only	1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Pender Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. You can find the forms on the following website: www.hhss.ne.gov/vitalrecords.

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

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

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Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation. NSAA physicals must be after May 1st for the fall school session.

Guidelines for Head Lice

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

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

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

Section 4: Transportation Services

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

Behavior on School Buses

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

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Students should be on time to be picked up. As a general rule, students should be at the bus stop five minutes before the scheduled pick up time. If a student misses the bus, they should immediately return home and inform parents they need transportation to school.
2. While waiting for the bus, students should stay at least 5 feet away from the street, road or highway. Students should wait until the bus comes to a complete stop before approaching the bus.
3. Students may exit the bus only at their approved destination (their school or their approved bus stop). Exit the bus as directed by the driver. Do not run.

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4. If students must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Students should wait for the driver to signal him/her before crossing the street.

B. Rules on the Bus

1. Students should be respectful of the bus driver and immediately follow all directions of the driver and any paraprofessional or adults on the bus.
2. Students should sit in their seat facing forward and use seat belts in the vehicles in which they are available.
3. Students should talk quietly and use appropriate language.
4. Students should keep all parts of their body inside the bus.
5. Students should keep their arms, legs, and belongings to themselves.
6. Students should not fight, harass, bully, intimidate, or horseplay.
7. Students should not throw any objects.
8. Students should not eat, drink, use tobacco, alcohol, drugs, or flammables.
9. Students should not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Students should not damage the school bus.

III. Getting the Driver’s Assistance: If students need assistance from the driver, they should wait until the bus is at a full stop. If students are close enough, they should tell the driver what they need. If they are too far away from the driver and he would be unable to hear them, they should ask a student in front of them to get the driver’s attention. If necessary, they should walk up to the driver, while the bus is at a full stop. If students need immediate assistance for an emergency, they should take all action needed to safely get the help of the driver.

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

Section 1 Drug-Free Schools.

The District implements regulations and practices which 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, tobacco and the unlawful possession and use of alcohol is wrong and harmful. Policy #5104.

Section 2 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 which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided 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 Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry 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 parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the 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.

Section 3 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, tobacco 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:

1. 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.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. 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.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

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Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

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

Administration

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

Article 8 – Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Pender Public Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, Pender Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Pender Public Schools rules and policies will result in disciplinary action.

Section 2 Forms of School Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal’s designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Pender Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal’s designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student’s version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student’s parent or guardian describing the student’s conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student’s parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or

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requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

E. Definitions:

- **Detention :**
A detention is when a student is required by any staff member to be at school outside of normal school hours due to disciplinary reasons.
- **Detention Procedure**
Detentions are to be made up either immediately after school or the following day before school begins. If the student rides the bus, he/she will be given one day to make arrangements for a ride home. Students who fail to show up for detention will have in-school suspension or after school work.
- **Office Referral:**
An office referral is when a student is sent to the office and the administrator sets the penalty. After three (3) times sent to the office, in-school suspension begins.
- **Discipline Progression:**
A student who receives a detention must have the time made up within one day unless otherwise arranged with the staff member who assigned the detention. If the first detention is a detention is skipped, the student will have two detentions. If the time for both detentions has not been made up within two days, the student will receive in-school suspension. After a student has three in-school suspensions, he/she will be given an out-of-school suspension for up to 3 days. After three, three-day suspensions a student may be recommended for expulsion for the semester. Some rule violations will go directly to out-of-school suspension time.

The Principal and the Superintendent of schools are hereby authorized to exclude students from classes and/or school activities under the following guidelines:

Section 3 Student Conduct:

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

GENERAL RULES OF CONDUCT:

1. Students shall obey all rules and regulations of the school district as determined by the administration and Board of Education.
2. Students shall submit to lawful supervisory and disciplinary authority of the district and school.
3. Students shall obey classroom and campus rules as developed by the Principal and staff members. Campus rules shall further apply to adjacent properties and designated areas in neighboring school grounds.
4. Students shall submit to reasonable corrective action imposed by the district or its authorized employees.
5. The rules concerning pupil conduct shall apply to all school related activities on or off campus.
6. Adult students shall observe rules applicable to all students.

A. 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

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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 or 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.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. 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;
4. 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;
5. 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;
6. 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;
7. 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. 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;
8. Public indecency or sexual conduct;
9. 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. See Policy 5415.
10. 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;
11. 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; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;

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14. 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;
15. 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.
16. Willfully violating the behavioral expectations for those students riding Pender Public Schools buses.
17. 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.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or 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 the 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.

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B. Additional Student Conduct Rules:

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

1. Student Appearance Policy:

Pender Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the overall educational process. Because of this, it is important that each child wears clothing that is modest, clean, in good repair, appropriately sized, and appropriate for school and school activities. Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call the school principal at 385-3244 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

Criteria for Student Attire:

- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with school policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or “double” meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- Caps, hats, and bandanas are not to be worn in the building during normal school hours. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, Big Johnson, cigarette brands etc... are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considered appropriate.
- All clothing must be modest and appropriate. It must properly cover the body.
- Shirts that expose a student’s midriff are not permitted. Sleeveless shirts are not allowed. Tank tops may be worn with a sleeved shirt over or underneath. All shirts worn must keep the top of the shoulder covered, fit well in the armpit area, and not have a plunging neckline. A good test for this may be no lower than four fingers below the collarbone.
- Shorts need to meet the following criteria: The length of all shorts should be of modest length and extend to approximately mid thigh. A good test to determine if the shorts are appropriate is to have the student hold their arms straight at their side with fingers extended. If the shorts extend below the fingertips, the shorts should be in compliance with school policy.
- Biker shorts may not be worn, except under appropriate clothing.
- Visible piercing or tattoos that disrupt the educational process are not allowed.

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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 dress code, the student will be required to change into proper apparel. Students will not be allowed to leave campus to change clothes. If clothes cannot be changed, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. 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 discipline, up to expulsion.

Graduation Expectations

Graduating seniors are not required to attend the graduation ceremony. If students do choose to participate in the graduation ceremony, they are required to meet the following expectations. Males must wear a collared shirt, dress pants that are not denim, and closed toe dress shoes. Females must wear shoes that are dressy in nature. They may not wear casual flip flops. Students will not be allowed to have visible messages written on the exterior of the approved graduation attire. Typically, graduates wear a cap, tassel, gown, honor cords, National Honor Society stole, and graduation stole.

Students are also expected to conduct themselves in both a mature and respectful manner. Students who do not anticipate being able to be respectful and mature throughout the ceremony should not participate. The ceremony is conducted to honor the graduates of Pender Public Schools and therefore will be carried out with dignity and respect.

Electronic Devices

- a. Philosophy and Purpose. Pender Public Schools strongly discourages students from bringing or using electronic devices not owned by the school to school. The use of electronic devices can be disruptive to the educational process and are items that 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. "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, lap top computers not , and other electronic or battery powered instruments which transmit voice, text, or data from one person to another and are not school owned.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. No electronic devices are to be used in restrooms or locker rooms at any time before, during, or after school. Cell phone use is strictly prohibited during class time. Students may have a phone in their possession in class, however it must be off. Teachers may request that students keep

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their phones in pockets, on the corner of their desk, or perhaps on a back table or in a basket, whichever the teacher prefers. No electronic devices are to be used in restrooms or locker rooms. The sending, sharing, viewing or possessing of pictures, text messages, e-mails or other material of a sexual nature in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school officials have reasonable suspicion that such a search will reveal a violation of school rules. Cell phone use is allowed between classes, at lunch, and before/after school.

(2) Students are permitted to possess and use electronic devices before school hours 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 the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) 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 (i.e., student use of a camera during a photography class).

(4) 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).

(5) Additional information regarding the care/use of school owned laptops will be provided to parents and students at the mandatory check-out seminars at the beginning of the school year. The information provided at this time will be considered to be in addition to the school handbook.

d. Violations

(1) Students shall not use electronic devices at any time or place 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; or (f) 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.

(2) Electronic devices 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.

(3) 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 the student personally comes to the school's main office and retrieves the electronic device. The parent/guardian will also be contacted to make them aware of the violation.

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(4) Second and any following violations: 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 the student's parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device and pays a \$20 fine. If the student does not want or cannot afford to pay the \$20 fine, the electronic device will remain in the office until the end of the school year or the \$20 is paid to the office.

d. Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device by the end of the school year. 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 the school year. 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.

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

(a) General Rules:

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

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

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- (i) 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.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) 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.
 - (viii) 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.
 - (ix) 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.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

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(ix) Other rules may be established by the network administrators or teachers from time to time. Additional information will be given to parents and students at the mandatory check-out seminars at the beginning of the school year.

- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

4. Risks of MySpace, Facebook and other Social Networking:

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

These sites are public sources of information. The information may be seen by the school administrators, parents, and law enforcement. It is also accessible to people who students don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What students say now on MySpace may affect them years later.

What students say now on MySpace may also affect them right now. Pictures or writings that show that they have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against them based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that are listed below: Here are some common sense guidelines that students should follow when using MySpace and the Internet in general:

- Students should remember that a student profile and MySpace forums are public spaces. Students should not post anything they wouldn't want the world to know (e.g., phone number, address, IM screens name, or specific whereabouts).
- Students should avoid posting anything that would make it easy for a stranger to find them, such as where they hang out every day after school.
- People aren't always who they say they are. Students should be careful about adding strangers to a student's friends list. It's fun to connect with new MySpace friends from all over the world, but students should avoid meeting people in person whom they do not fully know. If students must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech, and inappropriate content should be reported. If a student feels someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Students should not post anything that would embarrass them later. Students should think twice before posting a photo or info they wouldn't want their parents or boss to see!
- Students should not mislead people into thinking that they are older or younger. If they lie about their age, MySpace will delete your profile.

We urge all students to following these common sense guidelines.

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6. COMPUTER USE RULES AND REGULATIONS

Pender Public Schools
COMPUTER USE RULES AND REGULATIONS

Pender Public Schools provides computers for student and faculty use. The use of the computers, network and access to the internet is a privilege and should be respected and used wisely. Remember the computers are owned by the school and may be confiscated or searched at any time. The guidelines below provide appropriate and ethical use policies.

- 1. Keep your login and password private; use by anyone other than yourself creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the Technology Coordinator.*
- 2. Always log out of the network when you leave your station or your laptop so that your files, your password, and your network access is protected from abuse by others.*
- 3. Eating or drinking near computers is strictly forbidden. Laptop computers may not be used at lunch tables during lunch time. Computers may be used at an alternate location during lunch with permission of lunchroom supervisors.*
- 4. Academic use always takes priority over personal use of computers.*
- 5. Messages, statements, declarations or data bases used on PHS computers must meet the standards with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery.*
- 6. Student access to networked information resources will be regulated according to Board policy (#5801 & 5810)*
- 7. Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.*
- 8. A written parental permission and laptop agreement form is required in order for a student to be issued a laptop computer. The forms are kept on file.*
- 9. Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students who intentionally access or attempt to access these sights are subject to disciplinary measures.*
- 10. Desktop computers in our computer labs are shared by all students and faculty. Do not change the settings without permission.*
- 11. Participation in social chat rooms and social networking sites is prohibited.*
- 12. All students are issued a student e-mail account. Inappropriate content being sent or received subjects the account user to disciplinary actions.*
- 13. All students are issued a Sycamore account. Students are encouraged to use their Sycamore login to check their grades, conduct, and attendance information.*
- 14. Students may print assignments or class work if required by a teacher. Personal printing is available with permission for a small per page fee.*
- 15. Individuals will reimburse the school for repair or replacement of property lost, stolen, damaged or vandalized while under their care. Laptop Computer Insurance through the school district is available for purchase.*
- 16. Students must have their laptops with them, locked in their school lockers, or in a designated area. The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures. Laptops must not be left unattended. Faculty will pick up and give unattended laptops to the Principal's office. If a computer is stolen from a locker, and no lock was used to secure the computer in the locker, the student is responsible for replacing the cost of the computer at 100%.*
- 17. All laptops must be carried in the provided bag at all times when not in use to avoid accidental damage. Laptops & bags should be handled with care.*

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18. *Students are not to deface their laptops or carrying bags in any way, e.g., with stickers, tape, white-out, marking pens, etc. If there are any questions, check with an administrator.*
19. *The School's internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented.*
20. *Use of the computer (including "e-mailing") for anything other than a teacher directed or approved activity is prohibited during the school day.*
21. *Unless specifically assigned by a teachers, computer games are prohibited in classes, hallways, etc. during the regular school day.*
22. *Computers may not be used to make sound recordings or digital images without the consent of all those being recorded.*
23. *Because of copyright laws, installation of peer to peer file sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. If a student has any questions about what constitutes a copyright violation, he/she should contact a PAs staff member.*
24. *A student may not download additional software unless given permission by the technology department.*
25. *Students are not allowed to listen to music during the school day unless given permission by their classroom teacher.*
26. *Files stored within the school computer systems should be limited to those relating to formal school courses and activities. Games, commercial software, or graphic files can not be stored on school servers. Remember nothing you do is confidential or private on school computers.*
27. *Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.*
28. *School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.*
29. *Sound on laptop computers must be turned off at all times, except when begin used as a part of the class.*
30. *Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.*
31. *Students are responsible to have their computer and adapter at school each day fully charged.*
32. *Cleaning the computer is to be done with a soft cloth. Do not spray anything directly on the computer.*
33. *Students should comply with trademark and copyright laws and all license agreements. If a student is unsure, read the copyright information at the school website or ask a teacher.*
34. *Students shall not damage, erase, change, rename, or make unusable anyone's computer, files, programs, or disks.*
35. *Students shall not deliberately use the computer to annoy, harass, or cyber-bully others with language, images, innuendoes, or threats.*

Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken including possible loss of computing privileges, detention time, suspension and/or expulsion. Pender Public Schools reserves the right to alter these policies as deemed necessary.

**CONSEQUENCES FOR INAPPROPRIATE/IRRESPONSIBLE
LAPTOP COMPUTER USE**

The following offenses will result in detentions:

- a. *Unattended/improperly secured laptop computers.*

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- b. Failure to bring your laptop computer to school.*
- c. Playing games/using email (without permission) on your laptop computer.*
- d. Unauthorized music during the school day.*

****3 detentions in any 9 week term results in a 1 day in-school suspension. 5 detentions in any 9 week term results in a 1 day out of school suspension.*

The following offenses may result in detention, suspension of computer privileges, suspension from school, and/or expulsion from school:

- a. Inappropriate music.*
- b. Inappropriate e-mail.*
- c. Abuse of laptop computer.*
- d. Unneeded or inappropriate printing.*
- e. Inappropriate desktop pictures.*
- f. Use of the computer to harass, threaten, or bully anyone.*
- g. Any violation of the student code of conduct or computer use rules and regulations as detailed within this handbook.*

6. Harassment and Bullying Policy:

One of the missions of Pender Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (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. See Policy 5415.

“Bullying” is behavior where 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, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on 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 their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

The following process will be used when bullying or harassment occurs:

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the process may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include

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expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Pender Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

- 1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:55 a.m. each morning.
 - c. The student will eat at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:00. This will allow all other students to leave the school grounds in safety.
- 2. Level II: The guidelines for this level are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:55 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:00.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
- 3. Level III: This is a long term assignment. The guidelines are listed below.
 - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
 - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

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7. Dating Violence

Pender Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Please see board policy number 5420 for more information.

8. Inappropriate Public Displays of Affection:

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

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

9. Specific Rule Items:

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

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have their planner with them.
- 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 operate the window coverings or windows without permission of the teacher.
- 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 on the tardy bell.
- h. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- i. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- 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.

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10. Possible Disciplinary Actions Chart

PROBLEM		MINIMUM	MAXIMUM
Alcohol, Tobacco, Drug Use	First Offense	Intervention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Unauthorized Use of Vehicle	First Offense	Detention	In-school-Suspension
	Repeated	In-School-Suspension	O-of S Suspension
Defiance, Disrespect, Insubordination	First Offense	Detention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Disruptive Behavior	First Offense	Detention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Exhibitionist Behavior	First Offense	Detention	In-school-Suspension
	Repeated	Restriction	In-School-Suspension
Assault	First Offense	In-School-Suspension	Expulsion
	Repeated	In-School-Suspension	Expulsion
Fire Alarm Misuse	First Offense	In-School-Suspension	In-School-Suspension
	Repeated	In-School-Suspension	Expulsion
Harassment/Hazing	First Offense	Detention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Controlled Substances	First Offense	O-of S Suspension	Semester Suspended
	Repeated	Rest of Semester	Expulsion
Lunchroom Misbehavior	First Offense	Detention	Restriction
	Repeated	Restriction	Loss of Privilege
Parking Lot Violations	First Offense	Detention/Conference	Loss of Privilege/Fine
	Repeated	In-School-Suspension/Conf.	Expulsion
Profanity &/or Verbal Abuse	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	Expulsion
No Hall Pass	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	In-School-Suspension
Leaving without permission	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	In-School-Suspension
Snowballs &/or Rock Throwing	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	O-of S Suspension
Theft	First Offense	Detention	Expulsion
	Repeated	Restitution	Expulsion
Vandalism	First Offense	Detention	Expulsion
	Repeated	Conf. & Restitution	Expulsion
Weapons &/OR Firearms	First Offense		Expulsion
Truancy	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension
Water Fights	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension
Violation of School Rules at Activities	First Offense	Sent Out of Activity	Rest of Season Activity
	Repeated	Miss 3 or more activities	Rest of Year Activity
Retaliation	First Offense	O-School-Suspension	O-School-Suspension
	Repeated	Expulsion	Expulsion
Verbal/Sexual Harassment	First Offense	Intervention	In-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension

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Physical/Sexual Harassment	First Offense	In-School-Suspension	O-School-Suspension
	Repeated	O-School-Suspension	Expulsion
Body Piercing	First Offense	Conference	O-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension

*PARENTS ARE NOTIFIED IN ALL CASES OF RESTRICTION, SUSPENSION & EXPULSION

Because these problems violate law, school officials will notify the police. A student who brings a firearm to school will be expelled for one calendar year as required by Ne. Rev. Stat. 79-4, 198 (4)

Section 4 Reporting Student Law Violations:

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

Section 5 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment:

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

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

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

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4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Pender Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

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

Section 1 Extra-Curricular programs:

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

Section 2 Activity Philosophy:

The Pender High School Activities Program offers a broad range of activities to enhance the high school experience and to develop personal and social skills. Each activity will stress cooperation within a group, self-discipline, and a positive self-image. Participants will have the opportunity to grow mentally, physically, socially, and emotionally. The success of the activities program relies on an excellent staff to provide a positive road to success, a student council to encourage a spirited student body, an activity director to provide leadership, and the students' involvement.

Activities involvement is a privilege extended to those students who comply with the expectations established by the Pender School District.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, 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 attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 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 the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

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

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities shall include but are not limited to: all sports, FFA, Flames, pep band, vocal, band, musical, one-act, student council, National Honor Society, and other school sponsored organizations

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and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply 12 months out of the year.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a 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. 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" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. 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;

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11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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, national origin, or religion.
15. 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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Pender Public School buses or vehicles used for activity purposes.
17. Failure to report for the 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.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity, event or practice.
19. 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.
20. 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.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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.

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

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

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Meaning of Terms.

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

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

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

- (1) 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 though the student has not touched or consumed the alcohol; and
- (2) 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 though 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 or 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 could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Code of Conduct Violations:

Students who are found to be in violation of the code of conduct will be subject to disciplinary action at the discretion of the coach/administration.

Students who are found to be in violation of drug/alcohol the above conduct rules shall be subject to the following disciplinary action.

Drug/Alcohol Violations Consequences

The Drug and Alcohol Policy for extra curricular activities will be in effect the entire year. Months when school is not in session are included in the policy. A student has two options if they choose to use drugs or alcohol and those actions are witnessed by school officials or law enforcement. Option 1 is to report their actions to the principal, or activities director within 24 hours. This student will fall under the self reported 1st offense list of consequences. Option 2 is to not report their actions to the principal, or activities director within 24 hours. In this case the student will fall under the non-self reported 1st offense list of consequences. The 24 hour period does not begin when the County Attorney issues a ticket; rather the 24 hour period begins when a school official or law enforcement official witnesses the student using drugs or alcohol.

Example: A student is caught by the police on a Friday night at 11:00 pm consuming alcohol. To be classified as a self reported offense, the student must inform the principal or activities director by 11:00 pm on Saturday night. If that student waits to see if the case will be prosecuted by the county attorney and then self reports, the student will fall under the non-self reported category.

Self Reported Drug and Alcohol Violation

1. 1st Offense
Consequence: Suspension for 12.5% of competitions.
2. 2nd offense after 1 calendar year of first offense
Consequence: Suspension for 25% of competitions.
3. 2nd offense within one calendar year of first offense
Consequence: Suspension for the entire season.
4. 3rd offense
Consequence: Suspension from any extra curricular activities.

Non-Self Reported Drug and Alcohol Violation

1. 1st offense
Consequence: Suspension for 25% of competitions.
2. 2nd offense
Consequence: Suspension for the entire season.
3. 3rd offense
Consequence: Suspension from all extra curricular activities.

** Suspensions count for all activities that a student is currently participating in if the offense is during the school year. Suspensions count for the next activity the student participates in during the upcoming school year if the offense occurred during the non-school months or if the offense occurred when the student was not participating in any activity.

** The suspension only counts for activities in which the student had previously participated. For example, if a student violates the drug and alcohol policy in June and only participated in a winter sport the prior school year, the suspension will only affect the winter sport even if the student chooses to participate in a fall sport.

** For a second offense where a suspension for the season occurs, this is 100% of the season. Therefore, it could affect two different activities.

** If a student participates in both athletics and activities, the student's consequence will effect both the current or next sport AND the current or next activity.

Example: A student violates the drug and alcohol policy in June. The student participated in volleyball, basketball, track, FFA, one-act, and the musical the prior school year. This student's consequences will impact volleyball and one-act because they are the sport and activity that are first for this student in the next school year.

**Competitions will be defined as follows:

- FB – one game at normal level of competition (JV or Varsity)
- VB - one game at normal level of competition (JV or Varsity)
- CC – one meet at normal level of competition (JV or Varsity)
- Golf - one meet at normal level of competition (JV or Varsity)
- Wrestling - one meet at normal level of competition (JV or Varsity)
- Basketball - one game at normal level of competition (JV or Varsity)
- Track - one meet at normal level of competition (JV or Varsity)
- Baseball - one game at normal level of competition (JV or Varsity)
- Flames – One performance or competition
- Band – One performance or competition
- Vocal – One performance or competition
- One Act/Musical – One performance or competition
- Student Council – one planned activity
- National Honor Society – one planned activity
- FFA – one planned activity
- Others – To be determined by administration

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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:

1. 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.
2. 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.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. 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:

1. 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.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side 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 where 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 can not 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.
3. 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 parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. 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 or 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 the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

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- iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. 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.

Section 4 Attendance :

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance by the beginning of 1st period on the day of a contest or practice is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.
5. Students that are in ISS/OSS will not be able to participate in contests or practice.

Section 5 Academic Standards

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

1. Maintain passing grades in all required courses. A student will be ineligible to participate for one week if starting on Tuesday:
 - a. A student is failing two different classes for two weeks in a row.
 - b. A student is failing three different classes in one week.
2. Ability requirements shall not apply to:
 - a. Instructional field trips which are a part of the scheduled course learning experience; and,
 - b. Activities or events, which are a part of the student’s grade requirements.

Section 6 "Team Selection" and "Playing Time":

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

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2. 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 this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 School Dances

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

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Pender Public Schools and their guests may attend.
 - a. Students currently attending Pender High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Pender High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 14 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels at Pender Public Schools. For any dances at the middle school level, only students attending Pender Public Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: 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.

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Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the “royalty” for the Homecoming or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
 - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
 - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
 - c. The student must not have had excessive violations of school policies and procedures during their high school career.
 - d. The student may not, within twelve months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
 - a. Homecoming Queen & King:
 - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
 - During Homecoming week, the student body will anonymously vote in four queen and four king candidates subject to a determination of eligibility by the Principal.
 - To be eligible, a candidate must agree to attend the Homecoming Dance and represent the school properly.
 - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.
 - b. Junior, Sophomore, and Freshmen Homecoming Attendants:
 - Only one girl and one boy from each class shall be eligible to be Homecoming Attendant.
 - During Homecoming week, the student body will anonymously vote in one girl and one boy in each class to be the Homecoming Attendants subject to a determination of eligibility by the Principal.
 - To be eligible, a candidate must agree to attend the Homecoming Dance and represent the school properly.

Section 8 Good Sportsmanship – Behavior Expectations of Spectators

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

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders, and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Section 9 Student Fees Policy

The Board of Education of Pender Public Schools 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 does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. 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 which may be adopted from time to time. 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 or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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 which 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, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. 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.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

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

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be

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

responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument.

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

Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	To be determined.
School Meals		Breakfast –7-12 to be determined Seconds: to be determined Lunch—to be determined Seconds: to be determined Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers' education class: To be determined Other classes: to be determined
Locker usage	Use of school padlock	Students may checkout a lock from the school if needed but if lost a \$5 replacement charge will be assessed.
Parking	Use of school parking lot during school day	Parking fees may be applied by the district for parking outside designated areas.

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

Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.																		
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																		
Athletic Programs																				
1. Admission	Spectator fees for admission to events	\$4.00 per event maximum. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																		
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student’s physician or clinic.																		
3. Athletic Participation Fee	Fee to participate in athletic programs.	\$15 for Jr. High with maximum of \$35. \$20 for Sr. High with maximum of \$50. \$125 maximum for each family. These prices are set by the Board of Education and can be changed per policy.																		
4. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table border="1" data-bbox="933 1486 1416 1919"> <tr> <td></td> <td></td> </tr> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Clubs</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>No additional</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td> </tr> </table>			Basketball	No additional	Cross County	No additional	Football	Mouthpiece	Golf	Clubs	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	No additional	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
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Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

5. Travel meals	Meals	Students are responsible for their own meals while traveling. State competition will pay \$7 per meal each day a student is competing.
6. Locker use	Padlock for gym locker	Damage incurred will be fixed at the expense of the student.
7. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
Clubs/Organizations		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	Not to exceed \$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Not to exceed \$25.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.

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

<p>4. Senior recognition assessment</p>	<p>Optional graduation activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.</p>
<p>5. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>Students are responsible for costs of school-sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

Section 1 Notice of Nondiscrimination

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

Section 2 Designation of Coordinator(s)

Any person having inquiries concerning this District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Pender Public Schools, Jason Dolliver, NE 68047, 402-385-3244.

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

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

Article 10 – State and Federal Programs

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

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

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

Complaint and Grievance Procedures:

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

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

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

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability. See policy #6370.

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
 5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the) at no greater cost to you than would be incurred if the student were placed in a program operated by the District.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.

Article 10 – State and Federal Programs

9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and more effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. See policy #5202.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE CONCERNING DIRECTORY INFORMATION

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

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Designation of Law Enforcement Unit:

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

Section 7 Notice Concerning Disclosure of Student Recruiting Information

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

Section 8 Notice Concerning Staff Qualifications

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

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

Section 9 Student Privacy Protection Policy

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

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

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

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

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

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

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Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the

parent shall make the request, with reasonable specificity, directly to the building Principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building Principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building Principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

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

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

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

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

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

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

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

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

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Pender Public Schools 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 Pender Public Schools 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 Pender Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a 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 shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, Principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties

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between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement

programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, Principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

Section 11 Homeless Students Policy

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

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

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

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

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guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent

or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

Section 12 Breakfast and Lunch Programs

Pender Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The hot lunch and breakfast programs are available every school day for students. Students may pay for breakfast or lunch on a daily basis or purchase them for a week or month. Students may bring a lunch from home and may purchase milk at school. Prices for lunch and breakfast are found in the August/September newsletter along with prices for milk/seconds if your child chooses them. To determine qualification for free/reduced lunches, please complete the form in the newsletter and return to the office as soon as possible. Questions concerning the lunch form can be addressed by calling 385-3244 Ext. 100. Under Federal Guidelines Free/Reduced students will only receive their first tray for free or reduces prices and will have to pay for any seconds they receive.

The lunch and breakfast accounting program is computerized. Money can be sent to school and it will be applied to your child's account. An account is required in order for your child to eat school meals. Due to past abuses of the charge privilege, students will be allowed a maximum of five charged meals. If children have more than the five charged meals we ask that they pay the balance or bring a sack lunch until the account can be paid.

Lunch/breakfast statements will be printed and given to children on the first day of each week. Lunch balances may also be checked on line. If interested in that feature, please call the school.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410, or call 866-632-9992 (voice) or Individuals who are hearing impaired or have speech disabilities my contact USDA through the Federal Relay Service at 800-877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The following attachments will also be available in the District Office:

- Eligibility criteria for free and reduced meals
- Parent letter and application

**Appendix “1” to 2011-2012 Student Fees Policy of Pender Public Schools –
Additional Specifications of Required Materials and Fees**

Activity	Amount of Fee	Fee to be Paid
Football	\$20.00	First Day of Practice
J.H. Football	\$15.00	First Day of Practice
Volleyball	\$20.00	First Day of Practice
J. H. Volleyball	\$15.00	First Day of Practice
Girl’s Golf	\$20.00	First Day of Practice
Girl’s Basketball	\$20.00	First Day of Practice
Boy’s Basketball	\$20.00	First Day of Practice
J. H. Girl’s Basketball	\$15.00	First Day of Practice
J. H. Boy’s Basketball	\$15.00	First Day of Practice
Wrestling	\$20.00	First Day of Practice
J. H. Wrestling	\$15.00	First Day of Practice
Boy’s Golf	\$20.00	First Day of Practice
Track	\$20.00	First Day of Practice
J. H. Track	\$15.00	First Day of Practice
1 Act Cast & Crew	\$20.00	First Day of Practice
Musical Cast & Crew	\$20.00	First Day of Practice
Dance	\$20.00	First Day of Practice

* Fees are determined by the Board of Education and are subject to change.

