

STUDENT HANDBOOK

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The information contained in this handbook has been carefully prepared and presented so that it will be of great value in helping you understand the policies and procedures of our school. The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. While increasing your knowledge and developing your skills, your major responsibility will be to respect your fellow students, teachers, and staff members. They in return should respect you. No individual at B-R has the right or privilege to infringe on or deny the right of another individual. We hope that you will participate in our varied activities and find those things within our school, which will prepare you to live a better life. Remember that your success in school will be directly proportional to your efforts.  
Mike Sjuts, Principal

**Notice of Nondiscrimination**

Bancroft-Rosalie Community School does not discriminate on the basis of race, color national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.

It is the intent of Bancroft-Rosalie Community School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Bancroft-Rosalie Community School.

Inquires regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Superintendent Jon Cerny,  
Box 128, Bancroft, NE 68004 or call 402-648-3336

BANCROFT-ROSALIE COMMUNITY SCHOOL  
High School Graduation Requirements

\*Required Classes

<p><u>Language Arts</u> (40 Hrs) *Language Arts 9 *Language Arts 20</p>	<p><u>Social Studies</u> (30 Hrs) *American Government *American History</p>	<p><u>Science</u> (30 Hrs) Attempt 10 Hrs in Grade 9 and Grade 10</p>
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<p><u>Mathematics</u> (30 Hrs) Applications 10 Hrs Attempt 10 Hrs in Grade 9 and Grade 10 Algebra I taken as 8<sup>th</sup> grade will count as a high school class (GPA Credit)</p>	<p><u>Foreign Language</u> (10 Hrs)</p>	<p><u>Occupational</u> (10 Hrs) *Computer</p>
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<p><u>Performing Arts</u> (10 Hrs) From Chorus, Band or Art Classes</p>	<p><u>P.E. &amp; Health -Safety</u> (10 Hrs)</p>
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One (1) credit hour=attendance in and a passing grade issued for one period of instruction per week for a semester.

Total Required Hours - 180      Elective Hours - 40  
TOTAL HOURS to graduate:            220

TOTAL HOURS possible in 4 years: 280

All students must fill at least seven periods.

To graduate as either the Salutatorian or Valedictorian of your class you must have been a student at Bancroft-Rosalie School for at least one full year.

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CHAIN OF COMMAND

The Superintendent is ultimately responsible for all phases of the educational program. The organization and administration is delegated to the Principal. Any problems should follow the chain of command.

Board of Education  
Superintendent  
Principal  
Classroom Teacher  
Teacher's Aide

GRADING POLICY

GRADES

A.....93 - 100  
B.....85 - 92  
C.....77 - 84  
D.....69 - 76

P.....passing (69)  
Inc.....Incomplete  
NC...Below 68 no credit given

The primary purpose of grades is to communicate student achievement to students, parents, schools and others. Inc indicates an incomplete, which will be satisfactorily completed within one week of the end of the Quarter. A grade of NC will be offered if the work is not completed at this time. Long-term illness, family tragedy, etc. will be noted exceptions and the principal may grant an extension.

GPA

Grade point average and class rank will be figured at the end of each semester beginning in the sophomore year.

WEIGHTED GRADES

Beginning with the class of 2009, students will determine their class rank by the use of weighted and non-weighted grades. Semester grades for the following courses will be multiplied by 1.05 when figuring class rank: Trigonometry, Calculus, Language Arts 11 & 12, Chemistry, and Biology II. All dual high school/college credit classes will also be weighted, for example College World History, English Composition, and British Literature through Northeast Community College.

A student who earns a 94 in Trigonometry would have their grade computed as follows for class rank:  $94 \times 1.05 = 98.7$  Weight grading will not be used for Honor Roll or for grades recorded on permanent records.

PROGRESS REPORTS

Each student will be mailed progress reports between the fourth & fifth week of each quarter. The student's present status, teacher's comments and recommendations will be reported.

HONOR STUDENTS

Graduates who have taken the following college-technical preparatory classes and maintained a "B" (85) or higher grade point average will "graduate with recognition": four years of English or Language Arts,

Math, Science, and Social Studies and two years of Foreign Language. Algebra taken during 8th grade will count towards your four years of Math. (See your guidance counselor for details)

The valedictorian and salutatorian will go to the seniors "graduating with recognition" who have the highest and second highest grade point average.

### HONOR ROLL

1. Superior----- Average 93% & Above
2. Honor Roll----- Average 85% & Above

### REPORT CARDS

Report cards are issued after each grading period. Four times during the regular school year. Grades are determined by

1. Student's work
2. Class participation
3. Oral and written assignments
4. Projects
5. Semester Tests

### SEMESTER TESTS

Semester tests will be given in each class grades 7 -12. All semester tests will account for 10% of the semester grade. These tests are used to approximate the level of success a student has had in achieving the course objectives. Semester Tests will be given the last week of each semester.

### PROMOTION

Promotion to the next grade will be determined each spring. A middle school student must be passing a minimum of 3 out of the 5 basic classes/ during the year (average from both semesters) and attempting to do well in other classes to be promoted to the next grade level. Teachers will make recommendations and the principal will determine if promotion will take place.

### PARENT-TEACHER CONFERENCES

Arrangements may be made to confer with teachers, in advance, for either before school or immediately after school. Times are set-aside in the spring and fall for conferences.

### REGISTRATION

The students, along with their parents, will pre-register for classes each spring so that student interests can be surveyed. A schedule will be developed and the students will register using the new schedule. Students can change classes after registering, but it must be done before the semester begins.

### TEACHER QUALIFICATIONS

Parents may request to know the qualifications of their student's teachers. Requests need to be directed to the Administration.

### SCHOOL ORGANIZATIONS

#### SCHOOL CLUBS

Any organization sanctioned by the school will have a code of by-laws (constitution), elected officers and operate on accepted rules of order.

Any funds collected or generated must be entrusted to an activity account for safekeeping. The student treasurer, sponsor and the office secretary will keep a running balance so that no one individual will be wholly responsible. Activity Account receipts and disbursements for each month are available in the office and in the staff workroom.

### ACTIVITIES

All activities will have written rules and procedures set by the sponsor and approved by the administration.

Awards will be granted to participants according to regulations set forth by the coaches, sponsors, and the Club Constitutions'.

### ACTIVITY BUS

Students involved in activities must ride the activity bus if they want to participate at away contests. They may ride home with their parent upon administrative and sponsor approval.

Students wishing to ride the activity bus must sign in and pay the cost of admission. Students will be allowed on the bus on a "first pay, first ride" basis. Money will not be refunded.

### PRACTICE BUS

Students must ride the practice bus to Rosalie after school. In some situations, students may be allowed to drive with prior administrative approval.

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### AFTER SCHOOL BUS/VAN

After school bus/van will leave Bancroft at 4:15 daily, unless otherwise noted in the announcements. It will only be for students who had to stay after school or for students who were getting help in one of their classes. All passengers in school vans must wear a seat belt.

### SCHOOL PUBLICATIONS

It is not the school's intent to defame, degrade, or injure students or patrons. School publications will operate with this in mind. The administration should have the publication two days before it is to be printed. The sponsor will be notified of a decision to screen material within two school days if an item is to be considered for editing.

### FIELD TRIPS

During the course of the year, opportunities arise for classes to go on field trips that enhance concepts and ideas presented in the regular curriculum. This is an important part of learning and is encouraged.

### GIFT EXCHANGES

Gift exchanges are not allowed at school.

### STUDENT DANCES

Periodically the students, organizations, and classes will schedule dances. The dances are not to interfere with other school or community activities. The dances will dismiss before or at 12:00 a.m. on Friday or Saturday night. There must be two school sponsors present at all school dances.

Once a student leaves a dance, the student will not be permitted to re-enter.

A student whose date does not attend Bancroft-Rosalie must register in the principal's office before the dance. The Bancroft-Rosalie student who brings an "outside" date is responsible for their conduct.

Middle school dances shall be closed to all but current Bancroft-Rosalie middle school students.

### DRUG-ALCOHOL POLICY

Students found guilty of illegal possession or use of alcohol, drugs, drug paraphernalia or tobacco; through the courts, witnessed use by a teacher, or confessed use by that student will result in the student

being suspended for a minimum of two activities on the first offense. Any subsequent offense will result in a seasonal suspension. (Under this policy coaches and activity sponsors still have the authority to impose stricter training rules for their area(s)).

Suspensions - Each student will be insured of Due Process. Due Process consists of the following steps:

1. Inform the student of the rule and the possible penalties.
2. If there is an alleged violation, tell the student what they are accused of doing and the evidence against them (notice).
3. Allow the student and their parents an opportunity to explain their version of the facts (hearing).
4. Explain and impose the penalty.
5. Give the student an opportunity for an appeal. Students should be notified of the rules and possible penalties in their activity guidelines. When an alleged violation occurs, the sponsor must give the students notice and give a written report to the Principal. The Principal will set up a hearing with himself, the sponsor, the students, and the parents and rule on the situation. An appeal can be made within three days of the ruling to the Superintendent.

### ELIGIBILITY

Students must be present for six periods of school, they can miss 2 full periods during the middle of the day or a time equivalency of 100 minutes to be eligible to participate in a practice session, game or extra curricular event that night unless special arrangements are made with the administration in advance. Arrangements must be made before 7:45 am. On a regular school day students must be in school by 10:00 AM and cannot leave before 1:50 PM to meet the above criteria.

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To be eligible for extra curricular events or contests, the student must be passing six of the classes of which they are enrolled. Teachers will update all grades for students (7-12) by 8:15 on every Tuesday. After the second week of each semester if a student is not passing six of their classes they will be put on probation for their first offense, (students will get one probationary week each semester) after that they will be ineligible for all activities the following week. Eligibility will run from Monday to Monday. Students must meet the eligibility status to participate in any activities or contests. Parents will receive a letter from the school when their child is ineligible which will inform them of the classes and grades that their child is down in. The letter will also include the date of the week when they will be ineligible.

The policy is not constructed to unnecessarily punish any student. The school is first of all an academic institution. To be eligible to compete in extra-curricular events sponsored by the school, the student must first meet the academic requirements. All other eligibility policies as stated by the Nebraska Activities Association must be in compliance. Students not passing four classes for the semester will be ineligible for the succeeding semester.

The following is a list of Events, Contests, and Dances, etc... that students will be held out of if they are ineligible or if they are sitting out of two activities for our Drug/Alcohol Policy:

- All Athletic Contests Varsity, J-V & Jr. High

-Football                      -Volleyball                      -Basketball                      -Track

- Social Events such as:

-Homecoming Dance      -Prom                      -Senior Sneak Trip      -Jr. High Dances

-Fine Arts activities such as:

-1 Act Play                      -School Play                      -Speech Contests  
- Music Contests                      -Band/Parade Contests                      -Concerts  
-Quiz Bowl                      -Academic Contests                      -Christmas Programs/Concerts

The following is a list of Events that students will not be held out of:

-Educational Field Trips      -Graduation      -Fine Arts Banquet      -Athletic Banquet

## STUDENT RECORDS

Sec. 79-4, 158. SCHOOL BOARD; BOARD OF EDUCATION; OFFICIAL POLICY RESPECTING PERSONNEL FILES AND STUDENT RECORDS; RULES AND REGULATIONS; of each school district shall adopt and publish an official policy respecting personnel files and student records, which policy shall not conflict in any manner with rules and regulations of the State Records Administrator adopted pursuant to section 84-1201 to 84-1220, Reissue Revised Statutes of Nebraska, 1943. (Laws 1973)

A cumulative record will be kept for each student in Bancroft-Rosalie Community School which will include such information as: test scores, school marks, health records, work experience, high school activities, and any other information that will be meaningful. I.E.P. records are kept in a separate file.

This information will be available to the counselor and to the teachers so that each may better understand the student. NO information will be provided other school systems, agencies, prospective employers, or institutions of higher learning unless a release form for the same has been signed by the parents or a student (18 years old).(Transcripts)

The counselor will supply an official transcript of grades from the permanent record of pupils transferring to another school or seeking admission into college upon written request.

The transcript will be sent directly to the receiving school or college. Pupils who are 18 or have graduated or their parents or guardian may review and challenge the pupils records according to law.

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

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(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 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, Bancroft-Rosalie 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.

The No Child Left Behind Act of 2001 requires Bancroft-Rosalie 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 Bancroft-Rosalie 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. Bancroft-Rosalie will comply with any such request.

The Family Educational Rights and Privacy Act (FERPA), a Federal law requires that Bancroft-Rosalie, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bancroft-Rosalie may disclose appropriately designated directory information without written consent, unless you have advised the District to the

contrary in accordance with District procedures. The primary purpose of directory information is to allow Bancroft-Rosalie School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs and Sports activity sheets, such as for sports, showing weight and height of team members

Directory information, which if information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings - unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Bancroft-Rosalie to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of the semester, or for new students, within the first week of enrollment. Bancroft Rosalie School has designated the following information as directory information:

- Student's name
- Grade level
- Photograph
- Participation in officially recognized activities and sports
- Date and place of birth
- Address Weight and height of members of athletic teams
- Major field of study
- Telephone listing Degrees, honors, and awards received
- Dates of attendance
- Electronic mail listing the most recent educational agency or institution attended

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#### ATTENDANCE POLICY

##### ACCUMULATED ABSENCES:

The office will record daily absences. Teachers will record attendance for each class period. After the seventh absence from a class during a semester for any reason the student will be assigned to 9th period each time that class is missed. 9th period will consist of fifteen minutes of make-up time for the time missed from school. This can be done before school, after school, or at a time that both parties agree to. Example - A student misses eight days of school first semester. Two hours of 9th period will be assigned because 8 class periods have been missed. Doctor's excuses will not waive this procedure.

After the 10th absence from a class during a semester for any reason the student will lose partial credit for the class. Parents may request a waiver from the Board of Education at the January Bd. meeting for 1st semester credit and the June Bd. meeting for 2nd semester credit. The following is a list of the credits a student may lose for excessive absences: 10 absences - 1 credit, 15 absences - 2 credits, 20 absences - 3 credits, 25 absences - 4 credits, 30 absences - 5 credits

A student must be present for all 8 periods, otherwise they could be considered absent for a half-day. Students are given a half day absent for missing 1-4 periods.

##### PROCEDURE FOR REPORTING

Regular attendance is a necessity for complete learning to take place. There are various classroom

experiences that can never be "made up". Regular attendance helps a student develop a responsibility and maturity that are needed in a post high school setting.

Procedure:

1. It is the parent's responsibility to report the absence of their son or daughter to the school between 8:00 and 9:30 a.m. The parent should call each day of the absence.
  2. If no call is received from the parent, the school will attempt to contact the parent to verify the absence.
  3. Regardless of the type of absence (excused or unexcused), the student must report to the office upon returning to school with a signed note stating specific circumstances of the absence. A class admit slip will be issued that will be signed by every teacher whose class was missed.
- Copies of all admit slips are held on file in the office. A list of students absent will be posted in the office.

#### EXCUSED ABSENCE:

1. Excused absences include: illness, family emergency, planned family trips (work to be made up in advance or during the absence and handed in upon returning), or necessary medical or legal appointments that cannot be scheduled outside of the regular school day. Trips to daytime school activities during school hours by students who are not authorized participants are not considered excused absences. Students may be excused to work at home or take care of family business with parental permission. Students may attend state competitions as spectators with their parents as long as the absences are pre-arranged and all of the students work is made up before the absence.
2. Absences are excused providing that the parent and school make contact as outlined in "Procedures" stated above.
3. An excused absence allows the student to make up work missed during the absence. One day will be allowed for each day of excused absence in order that make-up work may be completed. Make-up tests or quizzes will be done after school when possible.
4. Excessive absences due to illness will require certification from the professional in charge of treatment. Students absent three or more days may request the office to collect assignments to be sent home or picked up.
5. For any absence it is the responsibility of the student to contact the necessary teachers to determine what make-up work needs to be completed for proper credit.

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#### UNEXCUSED ABSENCE

1. If a student leaves the building for any reason without checking out in the office, the student will receive an unexcused absence, and may receive further discipline. There is no exception to this situation.
2. If a student fails to report to class and remains in the building without proper authorization, the student will receive an unexcused absence.

Students with unexcused absence are required to obtain a class admit slip from the office. Teachers are required to sign all admit slips.

#### ACTION TO BE TAKEN FOR UNEXCUSED ABSENCES:

For every class missed by an unexcused absence, the student will make-up 15 minutes of time and all work missed.

Out-of-school suspensions are considered unexcused absences. Students are expected to make up work

missed or stay after school and complete it upon their return.

In-school suspensions will be considered excused absences providing that all work assigned at the beginning of the suspension period is completed by the end of the suspension period, or at the deadline directed by the teacher. If the work is not completed, then the absences will be considered unexcused for grading purposes.

## TARDIES

### TARDY TO SCHOOL

Students late to school will need an admit slip to class. This slip is obtained from the office. All students must check in at the office upon late arrival to school. Students habitually arriving late will not be allowed to disrupt classes in progress and unexcused absences for that class will result. **Students who get unexcused tardies will have to stay after school that day for 30 minutes. After every 4 unexcused tardies during the semester the student will be issued a detention. Excused tardies – Must be prearranged by a phone call or have a note with them when they come to school or they will count as an unexcused tardy and the student will be required to stay 30 minutes after school that day.**

### TARDY TO CLASS

Students are responsible for getting to class on time. The only valid excuse for a tardy is one issued by the instructor whose activity caused the student to be late. Do not go to the office for a tardy slip except in an emergency situation. Your previous instructor is the only one who can issue the tardy slip.

## PASSES

Students are not to be out of their classrooms without a pass from their teacher. Restroom and office passes are to be issued only during the last five minutes of class. Students may not have a pass to other classrooms unless it is prearranged.

## ADMISSION

Transfers: All transfer students shall be admitted into the system upon the approval of records from their previous school, current physical and health immunization records.

## WITHDRAWALS FROM SCHOOL

When a student withdraws from school, for any reason, he should first furnish a written statement from his parents giving the reason for withdrawing. This statement should be given to the principal. All of the withdrawing student's teachers must indicate to the office that all books and materials belonging to the school have been checked in. In addition, the student must check with the office and library to make certain that all fines and/or fees have been paid and their record is currently clear.

## GUIDANCE

Counseling services at Bancroft-Rosalie Community High School are provided for the benefit of each individual. The services attempt to help the students to understand themselves better and to ascertain their strengths and weaknesses.

Services available through the counselor's office are:

1. An interpretation of all tests taken by the student to the student and his parents.
2. The administration of any special tests the student may need.
3. Vocational counseling.
4. College choice information.
5. Personal counseling
6. Registration and programming.

Counseling services are available to all students as the schedule of the student and counselor permits. The student, parent, or teacher may initiate counseling services. When the student feels the need to talk

with someone about a problem, they may come to the counselor's office and ask to be scheduled at a time convenient to the student and the counselor and a pass will be issued. All conferences are to be pre-arranged through the counselor if they are going to miss class time. Scholarship information, job opportunities, transcripts and grades will be handled through the counselor.

### COLLEGE VISITATION

Senior students will be permitted two days for college visitation during the school year. All work must be made up and a pre-excused absence slip turned into the office before you go or the absence will count as an unexcused one. The counselor will coordinate your visit with college personnel- (make contact with the post secondary institution & their personnel to make up the arrangements necessary.)

### COLLEGE REPS

Students must sign-up to meet with college representatives. The sign-up sheets will be obtained from the counselor's office. Sign-up sheets will be turned into the office the morning the college rep. is coming, and students will be listed in the bulletin. This is open to juniors and seniors only.

### HEALTH SERVICES

Students are to report all injuries to the office immediately. A school nurse will give each student an eye, ear, scoliosis, etc. every year.

#### 1) Immunization - Physical Exam

According to state law all students in Grades K-12 must be immunized. Protection against the following diseases is required: a) Diphtheria, Tetanus, and Pertussis (whooping cough); b) Polio, c) Measles/Rubella; and d) Mumps. Also, all Kindergarten, seventh grade, and transfer students must have a current physical form (within the last 6 months).

### INJURY

Report any injury to the office immediately. Have someone go with you to the office or restroom, do not go by yourself, you may further injure yourself.

### Medications in School

See Form on page 25 on Guidelines for Dispensing Medication During School Hours

### STUDENT INSURANCE

The school itself does not cover students in event of injury. Athletes may purchase insurance made available as a service of the school to help pay the cost of covered football injuries. There will also be insurance offered to the students for school-time, 24-hour accident and 24-hour dental accident plans.

### WEATHER

#### EARLY DISMISSAL -- Bad Weather

The superintendent will cancel, postpone, or have late starting school days. This information will be routed to local radio stations. School cancellation information can be heard on KFAB, Sioux City radio and T.V. stations, and KWPN A.M. 84 radio station in West Point. Do not call the teachers or the school, we will be home also. Any school days missed during the school year due to the weather or state tournaments will be added on at the end.

### FIRE AND TORNADO DRILLS

The school is required by law to have drills. Designated areas and passageways are devised for the students and posted in the rooms. Teachers will describe the procedure for their room to their classes.

### SCHOOL PROPERTY ELEVATOR

The elevator is reserved for students with handicapping conditions only. Students found using it will be subject to disciplinary measures. Staff members for moving things may also use it.

### TEXTBOOKS

It is the responsibility of each student to care for their textbooks so they may be kept in the best possible condition. Students may be assessed fines for damaged or lost textbooks or other materials. Please be sure your name is on the book in case the book is misplaced.

### INTERNET/COMPUTERS/CALCULATORS

Bancroft-Rosalie feels that Computers play a major role in your education here at our school. Their use in education is very important and emphasized throughout our curriculum, however we do not allow students to use the school's computers for playing games. Students will not be allowed to install and play games off

their own discs. Students will be allowed to use the Educational programs that are installed on the Computer's Hard Drive by the school. Any student caught playing games on the computers or a calculator will be subject to disciplinary actions. Computers coming in from outside the school cannot hook onto the School's Network without Administrative approval.

The use of the Internet/Computers is a privilege, not a right, and inappropriate use of them will result in cancellation of that privilege. The Administration will deem what is inappropriate and their decision is final. The Bancroft-Rosalie School District reserves all rights to any material stored in files and will remove any material which the Bancroft-Rosalie Staff, at their sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Users will not use the Bancroft-Rosalie School supplied computer account to obtain, view, download or otherwise gain access to such materials.

### LOCKERS

Students will be assigned lockers the first day of school, students grades 10-12 will be on the top level and students in grades 7-9 will be on the lower level. No students are allowed to change lockers without the approval of the principal. Periodic inspection of lockers may occur to retrieve over-due or "lost" articles. The lockers are school property and may be inspected by the principal at any time. Stickers will not be allowed on your lockers. If you want to put a combination padlock on your locker see Mr. Sjuts.

Students will not be allowed to carry their books or personal belongings in a book bag or sports bag from class to class during the school day. Students will be allowed to use book bags in taking books to and from your home. You must use your lockers instead of carrying these bags from class to class. Bags must be stored in your lockers during school. Any students that leave bags lying around in the halls or take them to classes will be subject to disciplinary actions.

### VALUABLES

Students are urged not to bring valuables to school. If this is unavoidable, valuables should be kept in the office for that day for safekeeping.

### SCHOOL PURCHASES

All supplies acquired for an organization club, activity, or group must be through the schools purchase order system. The purchase order may be picked up in the office. The administrator and sponsor must approve the purchase order. Any items ordered through the school, must be paid for in the office before receiving the item.

### CELL PHONES

**Students will not be allowed to use Cell Phones during the school day (8:15-3:43). If a student is caught using (making a call, texting, have it ring during class, etc...) a cell phone during this time the following will take place:**

**First Offense - phone will be taken away and turned in to the office, Student will have to pick it up after school.**

**Second Offense - phone will be taken away and turned into the office and a parent will have to make arrangements to pick up the cell phone after school and conference with the Admin.**

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**Third Offense – phone will be taken away and turned into the office, after five days the parent will have to make arrangements to pick up the phone at school and conference with the Admin.**

**Fourth Offense - phone will be taken away and turned into the office, after 10 days the parent will have to make arrangements to pick up the phone at school and conference with the Admin.**

**Fifth Offense - phone will be taken away and turned into the office, after 15 days the parent will have to make arrangements to pick up the phone at school and conference with the Admin.**

**Sixth Offense - Cell Phone will not be given back until the end of the school year**

## RULES AND REGULATIONS

### BUILDING

Students are not to arrive at the school before 8:00 a.m. unless meeting with a teacher or coming to eat Breakfast which starts at 7:45a.m. Students in grades 7-9 are to stay in the lower level locker area and students in grades 10-12 are to stay on the top floor until the 8:10 bell rings, unless meeting with a teacher. Students are supervised before and after school until the bus leaves. Students in grades 7-12 should not be in the elementary area of the school at any time during the day unless they have permission. All students are to leave the building promptly at 3:45 p.m. unless requested by an instructor to remain. Students are expected to be courteous in the halls when passing to and from classes and at dismissal time. Everyone is responsible for helping keep the school building neat and clean. Clean up any mess or litter that you are responsible for.

### POP/SNACKS/ETC...

Chips, candy bars, candy, food snacks, etc... are not allowed in school. No gum at all. Pop & Juice Machines will be turned on at 3:45. Students will not be allowed to have any Pop or Juice during school hours. Exceptions may be made by the Administration for special occasions. Violators of this rule will receive disciplinary measures.

### BUS RIDERS BEHAVIORAL EXPECTATIONS

1. Follow these general safety rules at all times.
  - a) Keep hands and feet to themselves, Do not touch other students.
  - b) Don't put your hands, arms, or head outside the bus window.
  - c) Use an indoor voice when talking to your friends.
  - d) Don't talk to the Driver when the bus is moving unless it is an emergency. If you have something to tell the driver, wait till the bus is stopped.
  - e) Remain quiet when bus is stopped and while crossing Railroad Tracks.
  - f) Sit down and stay seated while bus is in motion.
  - g) No food or drinks allowed without the Driver's permission.
  - h) Treat school equipment with respect. Report any damage to the bus driver.
    - i) Keep the bus clean at all times - throw trash in the trash can when you leave the bus.
    - j) Keep all items out of aisle, including your feet.
  - k) Make sure the bus is stopped before leaving your seat, and then one seat at a time, get up to leave. Don't everyone get up and in aisle at the same time.
  - l) No running or pushing when getting on or off the bus.
  - m) Don't bring nuisance items on the bus, i.e., water guns, rubber bands, animals, etc.
  - n) Balloons will not be allowed on the bus or school vans.
- 2) Behave in a manner that is polite and not offensive to others. Follow the same behavior code on the bus as is expected in the classroom, since the bus ride is considered part of the school day.
- 3) Follow the directions given by the bus driver.
  - a. Bus drivers have the authority to assign seats whenever such action is deemed necessary.
  - b. Bus drivers have the authority not to allow students to ride the bus or to remove students from the bus when their behavior creates a safety problem.

- 4) Students are to arrive at least 5 minutes before, but not more than 10 minutes before their bus time.
- 5) Dress appropriately for weather conditions.

LUNCH ROOM

The Bancroft-Rosalie Community School belongs to the Federal Hot Lunch Program and serves Class A meals. Forms are available in the Superintendent's office for free or reduced lunches. Lunch bills are to be paid in the Principal's office. **There is a limit of \$50.00 that a family may charge. Families that exceed the 50.00 limit will receive a phone call from the school informing them that their child will not be allowed to charge any meals until negative balances are taken care of.**

Parents may bring in lunches for their students only. Nebraska State Board of Education policy prohibits food deliveries to school by commercial food service companies.

All students will eat in the cafeteria unless approved through the administration. Lunch count will be taken first period. No food will be allowed outside of the cafeteria. Students who cannot conduct themselves in a mannerly fashion may lose certain privileges. To make the cafeteria a more pleasant room, students shall pick up all their refuse and paper and place it in the waste containers.

Breakfast prices:	Elem. P-6	\$1.25	Lunch prices: Elementary Grades P-6	\$1.75
	Secondary Grades 7-12	\$1.25	Secondary Grades 7-12	\$2.00
	Adults	\$2.00	Adults	
\$3.00				

In accordance with Federal law and the 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 (800) 795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

NOON

Students may spend their lunch break in the following locations:

- 1) The Lunch Room/old Gymnasium, Library and the hallway directly connecting them.
- 2) Students are not allowed to be outside of the school building during the noon hour.
- 3) In classrooms, with teacher permission and only if that teacher is present to supervise them. Students may play basketball in the big gym if they do not interfere with other activities in any way. The library is for quiet reading and study. Students may use the computers for educational purposes in the Library if they are available during the noon hour. Students will be asked to leave if they abuse these rules. Students will be allowed to go to their lockers at 1:00.

MINOR INFRACTIONS

- 1) Running, pushing, shoving, or boisterous behavior in hallways, or the cafeteria.
- 2) Throwing snowballs or other harmful objects on school grounds.
- 3) Throwing food or other objects in the cafeteria.
- 4) Entering areas not open for student use.
- 5) Cutting in line in cafeteria. Taking food from the cafeteria.
- 6) Leaving the cafeteria table or floor in a mess.
- 7) Public display of affection.

Staff supervisors are expected to correct students who exhibit the behavior listed.

The following may result if any offenses occur:

- a) 15 minutes after school
- b) Eat at the end of lunch line
- c) Eat in the office or with staff members
- d) Clean-up gym/lunch area
- e) Detention

These are to be regarded as serious and may result in a suspension.

- 1) Fighting
- 2) Insubordination-refusing to comply with the directions of a staff member.
- 3) Threatening or intimidating other persons
- 4) Damaging or defacing property of the school of individuals, or attempting to do so

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- 5) Theft or attempted theft
- 6) Possession of tobacco
- 7) Use of vulgar language
- 8) Violating Federal Hot Lunch Program regulations

### LIBRARY

Students may be assessed fines for damaged or lost books or other materials. If a student loses a book they will have to pay for it before another one is issued to them.

### INITIATIONS

The school will not tolerate the practice of initiation where the student is subjected to undue stress or humiliation. Initiations are to be discouraged in this school.

### CARS AND PARKING

Student parking space is provided west of the School building. Do not park along the street, on the sidewalks or grass between the school and the sidewalk next to the street. Do not park by the shop, if you need to load or unload projects move your vehicles after you have finished. Once parked, students may not go to their cars during the school day without administrative approval. Watch for the young children as you leave.

### DRESS

Student dress and grooming is the responsibility of students and their parents or guardians. General standards of dress and grooming include the expectations that student dress and grooming will be reasonable, will be in accord with community standards of decency, will not be harmful to the health and safety of the student or of others, and will not be disruptive to the learning environment. If the dress or grooming of a student is considered to be inappropriate, the student should be referred to the building principal or to persons designated by the building principal and a judgment will be made about the appropriateness of the dress or grooming. The parents or guardians of any student who is judged to be inappropriately dressed or groomed will be notified and appropriate corrections in dress or grooming will be expected.

Students will not be allowed to wear coats or heavy jackets during the school day. They should be taken off and stored in their lockers before school starts. It is expected that shoes will be worn. Students are not to wear clothing during school offensive to the morals of the community. Baggy pants or shorts that expose undergarments are not allowed. Tank tops, bareback dresses or dresses/tops with spaghetti straps, are not allowed to be worn during school unless they are covered up by another shirt, sweater, etc... (Exception Tank tops will be allowed for P.E. classes and Athletic practices) Fitted sleeveless tops and shirts will be allowed as long as no undergarments or excessive skin is exposed. Caps, bandannas, bare midriffs, shirts that expose any part of the stomach area are not allowed. Tattoos, shirts advertising liquor, tobacco, controlled substances or with profanity on them will not be allowed. Student in violation of the dress code will have to wear old clothes that the school has on hand. Students whose dyed hair color

is distracting to the learning environment may be sent home.

**Students shall will not be permitted to wear facial (lips, nose, cheeks) piercing jewelry that exceeds ¼ inch in diameter. Tongue adornment is not allowed, while at school.** This prohibition applies to all visible parts of the body other than the ear. A student who wears such jewelry at school shall be required to remove it or replace it with something smaller. Failure to comply with the directive or a violation of the policy they will be subject to such disciplinary action as determined appropriate by the school administrator. This does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping. However, if the presence of jewelry on the ear poses a distraction for whatever reason the student will be required to remove the jewelry while at school. The administration reserves the right to make discretionary judgment regarding the appropriateness of student dress, hair & fashion not explicitly covered in this dress code. The final interpretation of this code remains the responsibility of the administration.

Head phones/portable CD players, laser pointers etc... are not allowed in school. If a student brings them to school they will be taken away from them and given back at a later date. Wallets/billfolds attached with metal chains will not be allowed at school. Heelys are not allowed to be worn at school.

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#### TELEPHONE

Students may use the office phone when calling about school business. Students will be allowed to use the phone the last five minutes of class with teacher permission, between classes, at noon, or in emergencies. Parents should call only in emergencies or leave a message that could be delivered to their child between classes. In-coming personal calls for students can only be taken for emergencies.

#### VISITORS

Visitors to the building, parents and guest students (grades K-12) must register in the office upon entering and leaving the building. Guest students may visit during noon, but will not be allowed into classes. The student acquires the responsibility of their guest's actions. This policy does not allow for individuals outside of our school system to visit with our students at any time during the day.

#### PUBLIC DISPLAYS OF AFFECTION

NO public display of affection will be tolerated. Students observed hugging, kissing or displaying other forms of affection on school grounds will be subject to disciplinary actions.

#### B-R'S DISCIPLINE PROCEDURES

The purpose of discipline is to correct unacceptable behavior. When a student's actions interfere with the educational process, the rights of others or the operation of Bancroft-Rosalie Community School, appropriate action will be taken. Each teacher will explain their procedures and rules to the students and what action may occur with the different types of behaviors. Students that have to stay after school will be allowed to call their parents and make arrangements for transportation.

#### CHEATING

Students caught cheating will receive a detention; redo an alternative assignment, test, quiz, etc.... with the chance to earn 75% of their grade.

#### DETENTIONS

A student assigned to a detention by a teacher or the office must serve the detention on the day it is received or the following day from 3:45 - 4:15. Students in detention or after school study hall will not be allowed to use the computers unless they get permission from the after school monitor (computers may only be used for educational purposes). On the third detention of any quarter, the student will receive an in-school suspension, 4th detention - 3 day in-school, 5th detention - 1 day out of school suspension, 6th detention - 3 day out of school, any further detentions will result in expulsion.

## SUSPENSIONS

The following behaviors deserve special attention and will result in suspension or expulsion.

1. Refusal to comply with reasonable standards of behavior established by teachers or building administrators. [In or out of school suspension]
2. Vandalism of property belonging to the school district, staff, students.  
[Pay for repair or replacement and in-school suspension]
3. Dangerous communicable disease transmissible through normal school contacts.  
[Immediate removal from school and a Dr.'s note before they will be admitted back in school]
4. Gross disrespect for teachers, fellow students, school officials, and employees.  
[3-day in-school suspension or out-of-school suspension].
5. Threatening to seriously hurt or kill another student or a staff member. If this happens the student will be placed on immediate out-of-school suspension. The incident will be reported to Law Enforcement (Local or County) and the student's parents will be notified. An investigation will follow as to determine the seriousness of the threat and the length of the suspension.
6. Sexual Harassment (3-4 days of in-school or out of school suspension). See page #22
7. Fighting. [1-3 days in-school suspension or out of school suspension]
8. Theft. [3 days in-school suspension or out of school suspension]  
Subsequent offenses for 1-7 will result in a more severe suspension or an expulsion.
9. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, or alcoholic liquor. A student found possessing drugs, drug paraphernalia, using or under the influence of an alcoholic beverage or controlled substance at school or a school activity will be suspended from school pending review of the case by the Bd.of Ed. This in no way shall prevent prosecution by proper authorities.

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10. Tobacco: State law prohibits smoking in public buildings except where authorized. There are no authorized places in Bancroft-Rosalie Community Schools for students. This ruling has been extended to include chewing tobacco and dipping snuff. A violation of the smoking policy will result in a one-day suspension from school. If there are repeated violations expulsion from school may be the only remedy.

## IN-SCHOOL SUSPENSIONS

Students will get their assignments from their teachers for the day or days of their suspensions. Students that have In-School Suspension will be required to fill out a Student Response Packet that will help to correct their behavior.

## LONG-TERM SUSPENSIONS AND EXPULSIONS

Long-term suspensions shall mean the exclusion of a student from attendance in school within the Bancroft-Rosalie School System for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in school within the system for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds. 79-4,180

1. Use of violence, force coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
3. Causing or attempting to cause physical injury to a school employee or any student. Physical injury caused by accident, self-defense or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
5. Sexual Harassment (See page #22)

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
7. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, or alcoholic liquor;
8. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
9. A repeated violation of any rules validly established pursuant to section 7 of this act is such violations constitute a substantial interference with school purposes.
10. If a student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The superintendent may modify such one-year expulsion requirement on a case-by-case basis.

It shall be the policy of Bancroft-Rosalie Community Schools to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergencies exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

#### **I. Definitions:**

Superintendent means Superintendent or his lawful designee. Principal means Principal or his lawful designee.

#### **II. Right to Notice:**

It shall be the duty of the Superintendent to provide clear notice to each student and his or her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of education The Superintendent shall also be responsible for posting in a conspicuous place within each school building during the school year such rules or standards, such changes shall not take effect until the Superintendent has made a reasonable effort to distribute the text of such changes to each student and his or her parent or guardian. Such rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year.

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#### **III. Informal Conferences:**

Before any student is excluded, suspended, expelled, or mandatorily reassigned for a violation of the districts code of student conduct, such student will attend an informal conference with the Principal. During this conference, the Principal will inform the student orally or in writing of the charges against them, including and explanation of the evidence relating to such charges. If the student denies or disputes the charges he/she will be given the opportunity to give his/her version of the events relating to the charge.

#### **IV. Short Term Suspension**

##### **A. Informal Conference**

Before deciding whether a student should be subjected to a short term suspension, the Principal shall hold an informal conference with the student, at which the student shall be confronted with the charges, and be provided with an explanation of the charge or charges if requested. The student shall also be provided an opportunity to present his or her version of the facts relating to the charge. The Principal will decide whether the charges against the student are substantially true and whether suspension is necessary; (1) to help any student, (2) to further school purposes, or (3) to prevent an interference with school purposes. If the Principal decided that the student engaged in the conduct as charged, the Principal will impose the appropriate disciplinary action.

##### **B. Development of Guidelines.**

It shall be the policy of the District to direct the Superintendent to develop and adopt guidelines to be used in determining whether and to what extent a student who is suspended pursuant to this policy may be given an opportunity to complete any class work, including but not limited to examinations missed during the period suspension. The Superintendent shall take into consideration such things as, but not limited to,

what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educational relevant outcome. Such guidelines as the Superintendent may develop shall be provided to the student and parent or guardian at or prior to the time of suspension.

#### C. Written Notice

When a student is suspended, the Principal shall 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 reason for the suspension. The Principal shall provide the student and the student's parent or guardian with the school district's guidelines regarding the student's opportunity to complete any class work missed during the period of suspension. The Principal shall make a reasonable effort to hold a conference with the student's parent or guardian before or at the time the student returns to school.

### **V. Long Term Suspension, Expulsion, and Mandatory Reassignment**

#### A. Written Charge and Written Notice

If, after the initial conference between the Principal and the student, the Principal decides that long term suspension, expulsion or mandatory reassignment is appropriate, on the date of that decision, the Principal shall file a written charge and a summary of the evidence supporting the charge with the Superintendent. Within two (2) days of the decision, the School shall send written notice by Registered Mail or Certified Mail to the student and the student's parent or guardian informing them of their rights under the Student Discipline Act. The written notice shall include the rule or standard of conduct with which the student is charged of violating, a summary of the evidence to be presented against the student, and both the penalty which the Principal has recommended in the charge and any other penalty to which the student may be subjected. The written notice shall inform the student and the student's parent or guardian that they are entitled to a hearing, upon request, before long term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decisions rendered at such a hearing. The written notice shall also inform the student and the student's parent or guardian that the Principal, the Legal Counsel for the school, the student, the student's parent, 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, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form on which the student, or the student's parent or guardian may request a hearing.

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#### B. Hearing Procedures for Hearing Requested Within Five (5) Days.

##### (1) Scheduling of the Hearing.

If the student or the student's parent or guardian requests a hearing within five (5) days after receipt of the written notice, the Superintendent shall appoint a Hearing Examiner who shall, within two (2) days after being appointed, give written notice to the Principal, the student, and the student's parent or guardian of the time and place of the hearing. The hearing shall be scheduled within five (5) days after it is requested, but the Hearing Examiner for good cause may postpone it. Unless all the parties consent in writing, no hearing shall be held upon less than two (2) school days actual notice to the Principal, the student and the student's parent or guardian.

##### (2) Single Hearing for Multiple Students

When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the hearing officer to be substantially the same, a single hearing may be held for such students as a group, if the hearing examiner believes that a single hearing will not prejudice any of the students. If during the pending of the hearing, the examiner finds that a student will be substantially prejudiced by a group hearing, the hearing examiner may order a separate hearing for that student.

### (3) Hearing Procedures

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. NO long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-4,187 R.R.S. 1943, if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and in such case, shall not be threatened with punishment or be later punished for refusal to testify. During the hearing, the Principal shall present to the hearing examiner the student's records, and statements, in affidavit form, of any person having information about the student's conduct. However, the hearing examiner will not accept such records and statements unless they had been made available to the student or the student's parent, guardian, or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

### (4) Long Term Suspension, Expulsion, or Mandatory Reassignment.

The hearing officer shall make reasonable efforts to compel the attendance of any witness requested by the student, the student's parent or guardian, or the student's representative. The hearing officer may invoke the subpoena procedures of the district and shall in his or her sole discretion issue a subpoena in the name of the Board of Education upon reasonable advance request in writing by the student, parent, guardian, or representative seeking the assistance of the hearing officer in obtaining the attendance of a witness or witnesses.

### (5) Hearing Examiner's Report and Superintendent's Determination

After the hearing is concluded, the hearing examiner shall within a reasonable time prepare a report of his or her findings with a recommendation of the action to be taken and the reasons for the recommendations of that particular action. The hearing examiner's recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment. The Superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the hearing examiner as long as the Superintendent does not impose a sanction more severe than that recommended by the hearing examiner. Written notice of the findings and recommendations of the hearing examiner and the determination of the Superintendent shall be made by Certified or Registered mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the Superintendent shall take effect immediately.

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### (6) Appeal of the Superintendent's Determination

The student or the student's parent or guardian may appeal the Superintendent's determination to the School Board by a written request filed with the Secretary of the Board or with the Superintendent within seven (7) days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of ten (10) school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by 79-4199 R.R.S., such committee shall make a recommendation to the School Board which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more

severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board to receive any new evidence unless the failure to do so would in the judgment of the Board or the committee as applicable cause substantial unfairness in the proceedings. Personally delivering or mailing by Certified Mail a copy of the deliberating body's decision to the student and the student's parent or guardian shall evidence final action of the Board.

C. Hearing Procedures For Hearing Requested After Five (5) Days but Within Thirty (30) Days.

If the student or the student's parent or guardian requests a hearing more than five (5) school days but not more than thirty (30) calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided in the immediately following subsection.

**VI. Immediate Removal by the Principal**

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five (5) days of notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of;

(a) Interference with an educational function or school purpose, or (b) personal injury to the students, other students, school employees, or school volunteers. Although the preferable practice is that the Principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

**VII. Maximum Length of Expulsion**

A. In General.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

B. Expulsion For Causing Personal Injury or For Possessing A Dangerous Weapon.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and shall remain in effect for the first semester of the following school year.

C. Automatic Review of Expulsions Which continue During The First Semester of the Following Year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the

upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

#### **VII. Suspension of the Enforcement of Expulsion.**

Once the student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its superintendent may also take action to expunge the record of the expulsion action. Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

#### **IX. Reports To Law Enforcement.**

In the event that the Principal knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in 79-4,180, the principal shall notify the county sheriff or local law enforcement authorities, as appropriate. Before making such a report, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the principal except if the criminal act to be reported occurred on the school grounds of the district or during an education function or event in which the district is involved, but off school grounds.

#### **X. Release to Peace Officer:**

Consistent with any other lawful policy of the district, when a principal or other school official releases a minor student to a sheriff, coroner, jailer, marshal, police officer, or state highway patrol officer, or any other person with similar authority to make arrests, 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 such officer. The principal shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the principal or school official shall provide the authority by which the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

#### **XI. Coordination With Other District Policies:**

Nothing in this policy shall be construed to modify any of the district's existing policies on student privacy, student records, or policies pertaining to the district's role in dealing with the Department of Social

Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

## **STUDENT RIGHT PROCEDURE**

### **EXPLANATION**

A Grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance at a time and place, which will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Offices of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; (5) proceed without harassment and or retaliation.

More information is available in the office of the superintendent. Inquiries may also be directed to the Director of Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816-891-8026).

Time limits refer to days when school is in session.

### **STEP I**

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event-giving rise to a grievance. An oral response must be made within five (5) days.

### **STEP II**

If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from the notification of referral and an oral response made within five (5) days.

### **STEP III**

If the grievance is still not resolved, it should be submitted within ten (10) days to the Building Principal (Title IX and Section 504, Equal Opportunity Coordinator). The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and written response made within five (5) days.

### **STEP IV**

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

### **STEP V**

If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

### **Alternative School Program for Expelled Students**

1. An individualized learning plan will be developed by the school for each expelled student. The purpose of the plan will be to assist the expelled student in achieving credit toward graduation.
2. The learning plan will include the academic requirements the student must meet as well as the standard of behavior and cooperation required of the student to complete the individualized learning plan.
3. The individualized learning plan for expelled students will be monitored or supervised by a school district staff member holding a Nebraska Teaching or Administrative Certificate.
4. The program for expelled students may be conducted at times other than the regular school day. The individualized learning plan may consist of an off-site program where the student completes schoolwork at home and meets with teachers at specified dates and times.
5. Following completion of the individualized learning plan, the student will receive full credit for those courses completed with a grade of 69% and above.
6. If the student fails to meet any of the conditions of the individualized learning plan, the district may terminate the plan after a due process hearing. The parent or guardian may waive the hearing.
7. The school district shall inform the parent or guardian of all expelled students of the Alternative School Program immediately following the decision to expel the student. If the parent or guardian should refuse to participate, the district will have no further obligation with regard to provision of an alternative program.

### **Harassment By Students**

Harassment of students, staff or visitors by other students will not be tolerated in the Bancroft-Rosalie School District. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;

- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

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#### Bullying Policy

One of our missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Instructions for accessing your students grades via the Internet.

**Call the office for your password and log on at <http://br.powerschool.com>**

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## **Guidelines for Dispensing Medication During School Hours**

### *Important Information for Parents/Guardians*

Your Written consents if required prior to school personnel providing or administering medication to a child (including over-the counter, non-prescription medications)). By signing below, you acknowledge the following:

If needed, the prescribing physician may be contacted by the school nurse for clarification on medication administered.

Your child's medication will be given by school personnel deemed competent through training or supervision by the Registered School Nurse to provide medication as called for in the Nebraska Medication Aid Act.

You will notify the school promptly if there are changes in your child's medication to be provided at school.

All medications products must be sent to the school in the original container with labels in tact, including child's name, physicians name and directions for administering. Medications in bags or any other for of "Home Packaging" will not be accepted, due to safety considerations

### **Written Parental Consent: Must be Complete prior to Medication Begin Given At School**

I give permission to the \_\_\_\_\_ school to provide \_\_\_\_\_  
Name of School Name of medication & dose

To \_\_\_\_\_ at \_\_\_\_\_ directed for \_\_\_\_\_  
Child's Name time Reason For Medication

Date Medication is to begin \_\_\_\_\_

Date after which the medication should be provided: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

