

# **Bancroft-Rosalie JR/SR High School Student Handbook 2023-2024**



**Bancroft-Rosalie Community School  
708 Main Street PO Box 129  
Bancroft, NE 68004  
402-648-3336  
Fax: 402-648-3338**

## Handbook Changes/Updates (changes in bold)

### TARDY TO SCHOOL

All students late to school must check in at the office and get an admit slip. Students habitually arriving late will not be allowed to disrupt classes in progress and unexcused absences for that class will result. Excused tardies are Doctor or Dental appointments or for students attending funerals and they must be prearranged. A parent excusing a student to sleep in is not considered an excused tardy. Students coming in late for other reasons will count as an unexcused tardy. After the 5<sup>th</sup> unexcused tardy **and each additional tardy received thereafter** during the semester the student will receive a referral and have to stay after for 30 minutes.

### 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 in the 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. **Accumulated absences time must be made up prior to participation in school activities.**

### STUDENTS GRADUATING WITH HONORS

Students who have completed 40 credits (**or 35 with 5 credits of dual credit**) of Math, 40 credits (**or 35 with 5 credits of dual credit**) of Social Studies, 40 credits of Science, 40 credits of Language Arts and complete a Career Pathway along with taking at least 6 hours of college credit are eligible for the following honors at graduation based on their cumulative GPA:

Summa Cum Laude: Cumulative GPA of 96% and above

Magna Cum Laude: Cumulative GPA of 92% and above

Cum Laude: Cumulative GPA of 88% and above

Bancroft-Rosalie students who are on track to graduate and have maintained an 88% or higher cumulative GPA for all classes taken will be eligible for National Honor Society (NHS). In order for seniors to maintain membership they must have completed or be on track to complete six hours of college credit. To be inducted, all students must also perform at least 60 hours of documented community service per year. 30 hours may be completed during normal school hours and activities, but the remaining 30 hours must be community-based and completed outside of normal school hours (serving meals at the senior center, working the concession stand during summer ball games, etc.). Discretion will be left to the NHS sponsor. **Hours for the current school year must be completed by April 1<sup>st</sup>. New hours for the upcoming school year are able to be recorded starting on May 1<sup>st</sup>.** In accordance with the principles of NHS, they must also demonstrate good character: (Suspension from school, two major referrals, confession to or conviction of a drug or alcohol infraction or other law infractions not including a traffic ticket would cause a student to be prohibited from membership for the school year in which the infraction occurred) **If a student is caught exhibiting academic dishonesty, they will be given a written warning for their first violation. A second violation will result in automatic dismissal from NHS consideration.** Leadership: A student must be involved in organizations and activities where they will have the chance to demonstrate leadership abilities.

### REFERRAL FORMS (MINOR or MAJOR)

If a student is given a referral form by a teacher or the office, they must serve the time on the day it is received after school. Students in after school study hall will not be allowed to use **personal cell phones**,

**tablets or their school assigned computers** unless they get permission from the after-school monitor (computers may only be used for educational purposes). On the third minor referral, a student may be sent to the administration if the minor behavior has developed into a major where further disciplinary action will be determined. Students that have to stay after school will be allowed to call their parents and make arrangements for transportation.

CELL PHONES

**Cell phones may be collected at the beginning of class time or during any instructional portion of the period at the teacher’s discretion.** Cell phones may be used in class for educational purposes at the classroom teacher’s discretion, or to text or call parents/guardians if permission has been granted by the classroom teacher or office staff. Cell phones should otherwise be kept off and out of sight. If a student is caught making a call, texting, having it ring during class, etc...**the first offense will result in the phone being taken away and turned into the office. The cell phone may be picked up at the end of the day. For a second offense, parents will be notified and must pick the phone up from the office. For a third offense, a collaborative meeting will be scheduled between the student, parents, and administration.**

**Meal prices for guests and adults for 2023-2024**

<b>Breakfast prices:</b>	<b>Elem. P-6</b>	<b>\$2.00</b>	<b>Lunch prices: Elementary Grades P-6</b>	<b>\$2.75</b>
	<b>Secondary Grades 7-12</b>	<b>\$2.00</b>	<b>Secondary Grades 7-12</b>	<b>\$3.00</b>
	<b>Adults</b>	<b>\$2.75</b>	<b>Adults</b>	<b>\$4.60</b>

BREAKFAST

**Breakfast will be served daily starting at 7:45 a.m. Students will have the options of hot breakfast or grab and go breakfast. Hot breakfast will be served until 8:05 a.m. and must be consumed in the cafeteria. Grab and go breakfast can be picked up at any time and eaten in the cafeteria or in a teacher’s classroom with the permission of the classroom teacher.**

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## **Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents/guardians should use it as a resource to assist their children in following the rules contained in it. Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students or staff, and the administration may make decisions and rule revisions at any time to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies and state and federal statutes and regulations.

## **WELCOME**

Dear Students and Parents/Guardians:

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

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. There are a few forms at the end of this handbook, which you must read, sign and return no later than August 25, 2023.

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

Sincerely,

Kyle Elsasser  
Secondary Principal  
Bancroft-Rosalie Community School

### **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. Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Superintendent Jon Cerny, Box 129, Bancroft, NE 68004 or by calling 402-648-3336.

### **Title IX Policy**

The Bancroft-Rosalie Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinate, to the Assistant Secretary of the Office of Civil Rights, or both.

B-R Title IX Coordinator: Karin Vogt, 708 Main Street, PO BOX 129, Bancroft, NE 68004, 402-648-3336

For information regarding the Bancroft-Rosalie Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see the Title IX Grievance Policy. (located on the school website at [www.bancroft-rosalie.org](http://www.bancroft-rosalie.org) in the Quicklink section)

## **BANCROFT-ROSALIE MISSION STATEMENT, BELIEFS AND GOALS**

### **Mission Statement**

“Striving For Student Growth and Excellence”

### **Belief Statements**

- All students can learn
- Students learn best in a positive, safe environment
- Students must be prepared to compete and excel in a digital age
- Student’s individual needs must be met
- Students need relevant skills in diverse opportunities

### **School Improvement Goals**

1. All Students will increase Vocabulary and Comprehension Skills
2. All students will increase engagement in their learning

### **Chain of Command**

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

Board of Education  
Superintendent  
Principal  
Classroom Teacher  
Teacher’s Aide

### **Board of Education**

Michael Nottlemman, President  
Pam Browning, Vice President  
Patricia Browning, Secretary  
Trevor Bonneau, Treasurer  
Casey Novak  
Kristine Sudbeck Buchholz

## Staff Directory

### **Administration & Office Staff**

Jon Cerny	Superintendent, Activities Director
Kyle Elsasser	Secondary Principal
Karin Vogt	Director of Elementary
Suzanne Sjuts	Athletic Director
Gina Pagels	Business Manager
Rebecca Schmeckpeper	Administrative Assistant

### **Bus Drivers**

Daniel Bridges	Route/Activity Driver
Beau Davis	Activity Driver
Kyle Elsasser	Activity Driver
Kyle Gomez	Activity Driver
Matt Kai	Activity Driver
Clark Petersen	Activity Driver
Lance Sovde	Activity Driver
Bob Rainer	Activity Driver

### **DEN**

Tim Browning	DEN Director
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### **Driver's Education**

Roxanne Raasch	Classroom and Driving Instructor
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### **Guidance**

Jacob Cole	Secondary Guidance
Rachel Euler/Alexis Simonsen	Elementary Guidance

### **Kitchen**

Shauna Bassett	Director of Food Services
Marsha Bonneau	Food Services
Marchele Polenske	Food Services

### **Library/Media**

Joy Nolting	Media Specialist
Jamie Brown	Librarian, Media Assistant
Carol Cerny	Study Hall Monitor

### **Maintenance**

Roger Davis	Head Maintenance
Kim Hayes	Head Custodian
Michelle Davis	Custodian

### **Paraprofessionals**

Tim Browning	The DEN Director
Cameron Brummond	The DEN
Terri Buck	3rd Grade, Computers



Ashley Davis	2nd grade
Whitney Hansen	Preschool age 3
Heidi Hilsinger	Preschool age 4
Tara Paulson	Sixpence
Cindy Peters	
Pam Petersen	Recess, The DEN
Robin Petersen	Kindergarten
Danelle Purvis	Recess, 3rd Grade, The DEN
Kyrie Sila	Preschool Age 3
Sonja Suhr	1st Grade
Tori Wagner	Elementary Special Education

### **Teachers**

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Jo Brummond	3rd Grade
Rachel Euler	Elementary Special Education
Toni Goeken	Speech Pathologist
Caleb Hansen	4th Grade
Michelle Hennig	Spanish/Business
Stephanie Henry	Science
Lori Hermelbracht	Secondary Special Education
T.J. Hilsinger	Industrial Technology
James Hulstein	Social Sciences
Sharene Hulstein	5th Grade
Rebecca James	1st Grade
Cory Meyer	Art/P.E./Weights
Kaylee Moe	K-12 Music
Breanna Monroe	2nd Grade
Linda Munderloh	CNA, Med Aide
Joy Noling	Computers
Ian Nottlemann	9-12 Language Arts
Mindy Nottlemann	Science
Rod Peters	S.S., English, Elem. P.E.
Carrie Schuttler	Preschool age 3
Alexis Simonsen	Elementary Success Coordinator
Suzanne Sjuts	Secondary Success Coordinator
Zoe Sjuts	4th Grade
Amy Soll	Agricultural Education
Lance Sovde	7-8 English & Reading, HS Weights
Megan Sovde	Mathematics
Britanny Stanek	Kindergarten
Paige Swanson	6th Grade
Allie Tietz	Preschool age 4
Dennis Zavadil	Adv. Math

## Coaches and Activity Sponsors

Athletic Director

Suzanne Sjuts

### **Activity Sponsors**

Academic Team

James Hulstein

Cheerleading

Rebecca Schmeckpeper

Class Sponsor Grade 12

Class Sponsor Grade 11

Stephanie Henry

Class Sponsor Grade 10

Class Sponsor Grade 9

Megan Sovde

Instrumental & Vocal Music

Kaylee Moe

FFA

Amy Soll

National Honor Society

Jacob Cole

One-Act Director

Kaylee Moe

Assistant One-Act

Speech Coach

Suzanne Sjuts

Assistant Speech

Kaylee Moe

Skills USA

T.J. Hilsinger

Assistant Skills USA

Daniel Bridges

Student Council Sponsor

Rebecca Schmeckpeper & Suzanne Sjuts

Weights

Lance Sovde & Cory Meyer

Yearbook

Jamie Brown

### **Junior High Coaches**

JH Cross Country

Caleb Hansen

JH Football

Derick Buck & Dr. Jon Cerny

JH Volleyball

Rebecca James

JH Boys Basketball

JH Girls Basketball

Matt Wegner

JH Wrestling

Clay Konicek

JH Track

Ian Nottlemann & Kaylee Moe

### **Varsity Coaches**

Football

Kyle Elsasser

Assistant Football

Matt Kai

Assistant Football

Lance Sovde

Volleyball

Alexis Simonsen

Assistant Volleyball

Mindy Nottlemann

Girls Golf (TC Thunder)

Bob Ranier

Cross Country

Caleb Hansen

Softball (Cuming County Cadets)

Suzanne Sjuts

Boys Basketball

Cory Meyer

Assistant Boys Basketball

Ian Nottlemann

Girls Basketball

Rod Peters

Assistant Girls Basketball

Rebecca James

Bowling (TC Thunder)

Bob Ranier

Wrestling

Lance Sovde

Assistant Wrestling

Clay Konicek

Girls & Boys Track & Field  
Assistant Track & Field  
Assistant Track & Field  
Baseball (TC Thunder)  
Assistant Baseball  
Boys Golf

T.J. Hilsinger  
Rod Peters  
Mindy Nottlemann  
Clay Haymart  
Caleb Hansen  
Cory Meyer

## Daily Schedules & 23-24 School Calendar

### Regular Bell Schedule

Locker Bell	8:00
5 Min Warning	8:10
Period 1:	8:15 - 9:05
Period 2:	9:08 - 9:58
Period 3:	10:01 - 10:51
Period 4:	10:54 - 11:44
Period 5: JH Lunch	11:44 - 12:14
HS Class	11:47 - 12:37
JH Class	12:14 - 1:04
HS Lunch	12:37 - 1:07
Period 6:	1:07 - 1:57
Period 7:	2:00 - 2:50
Period 8:	2:53 - 3:43

### 2:00 Dismissal Schedule

Locker Bell	8:00
5 Min Warning	8:10
Period 1:	8:15 - 8:51
Period 2:	8:54 - 9:30
Period 3:	9:33 - 10:09
Period 4:	10:12 - 10:48
Period 5:	10:51 - 11:27
Period 6:	11:30 - 12:06
HS Period 7 & JH Lunch:	12:09 - 12:44
JH Period 7 & HS Lunch:	12:47 - 1:22
Period 8:	1:25 - 2:00

### 2 Hour Late Start Schedule

Start in 3rd period class, normal schedule resumes

### **Thursday Habitudes Schedule**

Locker Bell	8:00
5 Min Warning	8:10
<b>Period 1:</b>	<b>8:15 - 9:00</b>
<b>Habitudes</b>	<b>9:03 - 9:23</b>
<b>Period 2:</b>	<b>9:26 - 10:10</b>
<b>Period 3:</b>	<b>10:13 - 10:57</b>
<b>Period 4:</b>	<b>11:00 - 11:44</b>
Period 5: JH Lunch	11:44 - 12:14
HS Class	11:47 - 12:37
JH Class	12:14 - 1:04
HS Lunch	12:37 - 1:07
Period 6:	1:07 - 1:57
Period 7:	2:00 - 2:50
Period 8:	2:53 - 3:43

### **Regular Schedule Resumes**

#### **BUILDING HOURS**

Doors will open at 7:45 a.m. (or 9:45 a.m. on late start days) for students to eat breakfast. Students will be able to go to their locker area at 8:00 a.m. Students are able to stay after school until 4:15 p.m. The only students in the building before 7:45 a.m. or after 4:15 p.m. should be in an organized activity (Drama, Music, Sports, DEN, etc) or receive permission from their teacher or administration.

#### **SCHOOL CLOSINGS OR LATE STARTS**

School closing and late start information will be broadcast on KWPN/KTIC radio in West Point and be posted on local TV channels. SwiftReach (school alert system) will also be utilized to send a text/email to notify any closings, cancellations, or late starts.



# Bancroft-Rosalie Community School 2023-2024

Phone: 402-648-3336 Fax: 402-648-3338

Website: [bancroft-rosalie.org](http://bancroft-rosalie.org)

August 8-9 Teacher Workdays

August 10-13 Cuming County Fair

August 14 First day of School

September 4 No School Labor Day

October 13 2:00 Dismissal End of 1st Qtr 44 Days

October 26 Parent-Teacher Conferences

October 27 No School

November 22 2:00 Dismissal

November 23-24 No School Thanksgiving Break

December 22 2:00 Dismissal End of Semester 47 Days

December 23-January 2 No School

January 2 Teacher Workday

January 3 First Day 2nd Semester

February 8 Parent-Teacher Conference

February 9 No School

March 1 No School Teacher Workday

March 7 2:00 PM Dismissal

March 8 No School End of 3rd Qtr 45 Days

March 29-April 1 No School Spring Break

May 15 2:00 Dismissal Last Student Day 46 Days

May 16 Teacher Workday

May 17-18 State Track

2 Snow Days

July	August	September	October
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

November	December	January	February
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March	April	May	June
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

# Building 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.

## 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.

## 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.

## 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.

## LOCKERS

Students will be assigned lockers the first day of school, students grade 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. If you want to put a combination padlock on your locker see Mr. Elsasser.

## 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.

## **BREAKFAST**

**Breakfast will be served daily starting at 7:45 a.m. Students will have the options of hot breakfast or grab and go breakfast. Hot breakfast will be served until 8:05 a.m. and must be consumed in the cafeteria. Grab and go breakfast can be picked up at any time and eaten in the cafeteria or in a teacher's classroom with the permission of the classroom teacher.**

## LUNCH HOUR

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 in the gym if they do not interfere with other activities in any way. The library is for quiet reading and study. Students will be asked to leave if they abuse these rules. Students will be allowed to go to their lockers at 1:00.

### STUDENT PARKING

Student parking space is provided west of the school building. The south parking lot will be designated for Seniors Only. Seniors must park on the east side of the parking lot on either side of the roped divider and must only park on the crushed rock surface. Do not park along the street, or on the sidewalks or grass 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.

### GUEST PARKING

Guest parking during the school day is available in the lot south of the school. Please park on the west side of the lot near the street or on the east side of the lot opposite the street, leaving the middle lane open for student pickup lines, delivery trucks, and other vehicles passing through.

### TELEPHONE

Students may ask to use the office phone or their own cell phone when calling home about school business during the last five minutes of each class period with teacher permission. 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 to visit with our students at any time during the day.

### WEATHER & EARLY DISMISSAL

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. Parents are encouraged to sign up for REMIND alerts and updates from the school at <https://www.remind.com/join/bancroft>. Any days missed during the school year due to the weather or state tournaments will be added on at the end.



# Attendance Regulations

## Bancroft-Rosalie Community Schools

### ATTENDANCE PROCESS FLOWCHART

The student's parent/guardian is expected to notify the school when their student will be absent. The school will record the information, document the reason for the absence, and determine if the absence is either <i>School Excused</i> or <i>Not School Excused</i> .		Nebraska State Law, 79-209, allows schools to refer every student, whether of elementary, middle, or high school age who exceeds high school age who exceeds 20 days of <i>Not School Excused</i> absences during the school year to the County Attorney.
<b><u>Stage 1</u></b>		
The student has missed 5 days of school or the hourly equivalent thereof this school year.		
<ul style="list-style-type: none"> <li>● The school sends out to the student's parent(s)/guardian(s) the Stage 1 letter.</li> <li>● The juvenile service office of Cuming County will be notified.</li> <li>● School staff reviews the student's attendance history.</li> <li>● The school contacts the student's parent(s)/guardian(s) about their student's problematic attendance.</li> <li>● (Grades 7-12) School staff (administrator, counselor, social worker) meets with the student about their problematic attendance.</li> </ul>		
<b><u>Stage 2</u></b>		
The student has missed more than 10 days of school or the hourly equivalent thereof this school year.		
<ul style="list-style-type: none"> <li>● The school sends out to the student's parent(s)/guardian(s) the Stage 2 letter.</li> <li>● The juvenile service office of Cuming County will be notified.</li> <li>● (Grades 7-12) School staff (administrator, counselor, social worker) meets with the student about their problematic attendance.</li> <li>● The school contacts the student's parent(s)/guardian(s) with regards to their student's continued problematic attendance and schedules a <b>Collaborative Plan Meeting</b> with school personnel.</li> <li>● <b>Collaborative Plan Meeting</b> form completed.</li> </ul>		
A referral to the County Attorney may also be made by the school at Stages 1, 2, or 3 based upon the student's prior attendance history, if absences from previous school years were excessive.		Parents can monitor their student's attendance on Powerschool.

### Stage 3

The student has missed 15 days of school or the hourly equivalent thereof this school year.

- The school sends out to the student's parent(s)/guardian(s) the Stage 3 letter.
- The juvenile service office of Cuming County will be notified.
- (Grades 7-12) School staff (administrator, counselor, social worker) meets with the student about their problematic attendance.
- The school contacts the student's parent(s)/guardian(s) with regards to their student's continued problematic attendance and/or schedules a meeting to review the **Collaborative Plan** with school personnel.
- **Collaborative Plan Meeting** form completed.

### Stage 4

The student has missed more than 20 days of school or the hourly equivalent thereof this school year.

- The school sends out to the student's parent(s)/guardian(s) the Stage 4 letter or the Stage 4 County Attorney Referral Letter, with the Collaborative Plan(s), and information regarding the dates the stage letters were sent and the dates regarding meetings with the student and their parent(s)/guardian(s).

### ATTENDANCE

Attendance will be taken for each class period of the school day and recorded on PowerSchool. To be considered "In Attendance", a student must be physically present in the classroom for the majority of the class period (over half the period). If a student is unable to be present in the building for any reason, he or she may have the option to Zoom with their class but will not receive credit for attendance unless one of the following criteria are met:

1. The student is taking part in a school-wide remote learning day (Due to weather conditions, sickness outbreak concerns, etc.) On school-wide remote learning days, students will be considered "In Attendance" by joining their class on Zoom and completing all required homework assignments
2. The student has been required by the school or a health services official (Family Doctor, Public Health Dept., Etc.) to stay home in isolation from other students and school staff.
3. Other pre-arranged extended absences made in advance, pending administrative approval. Daily absences will not be considered for receiving attendance on zoom.

### ATTENDANCE REQUIREMENT FOR PARTICIPATION

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 8:00 am. On a regular school day students must be in school by 10:00 AM and cannot leave before 2:00 PM to meet the above criteria.

### 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 in the 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. **Accumulated absences time must be made up prior to participation in school activities.**

#### LOSS OF CREDIT:

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 Board meeting for 1st semester credit and the June Board 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

#### 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 may 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. A list of absent students will be posted in the office.

#### EXCUSED ABSENCE:

- 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.
- Absences are excused providing that the parent and school make contact as outlined in "Procedures" stated above
- 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.
- 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.
- 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.

#### UNEXCUSED ABSENCE

- 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.

- 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 an 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.

#### TARDY TO SCHOOL

All students late to school must check in at the office and get an admit slip. Students habitually arriving late will not be allowed to disrupt classes in progress and unexcused absences for that class will result. Excused tardies are Doctor or Dental appointments or for students attending funerals and they must be prearranged. A parent excusing a student to sleep in is not considered an excused tardy. Students coming in late for other reasons will count as an unexcused tardy. After the 5<sup>th</sup> unexcused tardy **and each additional tardy received thereafter** during the semester the student will receive a referral and have to stay after for 30 minutes.

#### 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. After the 5<sup>th</sup> unexcused tardy during the semester the student will receive a referral and have to stay after for 30 minutes.

# Academic Program Information

## BANCROFT-ROSALIE COMMUNITY SCHOOL HIGH SCHOOL GRADUATION REQUIREMENTS

### \*Required Classes

<u>Language Arts</u> (40 Hrs) *Language Arts 9 *Language Arts 10	<u>Social Studies</u> (30 Hrs) *American Government *American History	<u>Science</u> (30 Hrs) Attempt 10 Hrs in Grade 9 and Grade 10
<u>Mathematics</u> (30 Hrs) Attempt 10 Hrs in Grade 9 and Grade 10 Algebra I or Geometry taken in Jr. High will count as a high school class (GPA Credit)	<u>Foreign Language</u> (10 Hrs)	<u>Vocational</u> (10 Hrs) *Computer Apps
<u>Performing Arts</u> (10 Hrs)	<u>P.E. &amp; Health -Safety</u> (10 Hrs)	<u>Financial Literacy</u> (5 Hrs)

One credit hour=attendance in and a passing grade issued for one period of instruction per week for a semester.

Total Required Hours - 175      Elective Hours - 45  
TOTAL HOURS to graduate:      220      TOTAL HOURS possible in 4 years: 280  
 All students must fill at least seven periods.

### GRADING POLICY

#### GRADES

A.....93 - 100	P.....passing (69)
B.....85 - 92	Inc.....Incomplete
C.....77 - 84	NC...Below 68 no credit given
D.....69 - 76	

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. 100% is the highest possible grade a student can earn on their report card.

#### HOMEWORK

- If a student shows up to class and does not have their homework complete they have until the end of the day to get it handed in with a 10% deduction for late work and no Referral.
- If the student does not have it turned in by the end of the day they will be expected to stay after for 30 minutes that day and a Referral (Minor) is written for Incomplete Homework. When this happens, the teacher must make sure that they communicate this to the student as well as contacting the parent (phone call, text or email) to let them know their child is not getting their schoolwork done.
- If a student does not stay after school as assigned they will be assigned to “Lunch Assistance” the following day where they will work on their missing work over their lunch period, eating at the end of the group. Failure to attend “Lunch Assistance” will result in another minor referral, making the student ineligible for any extra-curricular activities that day (including practices,

games, meets and activities during the school day) until the student has fulfilled both obligations.

- Homework will be marked as a zero in the grade book until the student completes the work. At that time the zero will be replaced with the grade after the 10% reduction. Students must complete and hand in all work.

7-12 STUDENTS WITH FAILING GRADE(S)

Anytime a student is currently earning a failing grade, they will be required to stay after school with the teacher of that class until 4:15. This will continue every day until they are passing that class. Staff is expected to stay with them unless they have other after school activities. Staff would still be responsible for providing help or work for them to complete in the after-school study hall.

Grade Point Average (GPA)

GPA will be figured at the end of each semester.

HONOR ROLL

1. Gold----- Average 93% & Above                      2. Silver----- Average 85% & Above

Honor Rolls will be announced one week after the end of each quarter. Students with any Incomplete grades at this time will not be recognized for the honor roll.

STUDENTS GRADUATING WITH HONORS

Students who have completed 40 credits (**or 35 with 5 credits of dual credit**) of Math, 40 credits (**or 35 with 5 credits of dual credit**) of Social Studies, 40 credits of Science, 40 credits of Language Arts and complete a Career Pathway along with taking at least 6 hours of college credit are eligible for the following honors at graduation based on their cumulative GPA:

Summa Cum Laude: Cumulative GPA of 96% and above

Magna Cum Laude: Cumulative GPA of 92% and above

Cum Laude: Cumulative GPA of 88% and above

Bancroft-Rosalie students who are on track to graduate and have maintained an 88% or higher cumulative GPA for all classes taken will be eligible for National Honor Society (NHS). In order for seniors to maintain membership they must have completed or be on track to complete six hours of college credit. To be inducted, all students must also perform at least 60 hours of documented community service per year. 30 hours may be completed during normal school hours and activities, but the remaining 30 hours must be community-based and completed outside of normal school hours (serving meals at the senior center, working the concession stand during summer ball games, etc.). Discretion will be left to the NHS sponsor. **Hours for the current school year must be completed by April 1<sup>st</sup>. New hours for the upcoming school year are able to be recorded starting on May 1<sup>st</sup>.** In accordance with the principles of NHS, they must also demonstrate good character: (Suspension from school, two major referrals, confession to or conviction of a drug or alcohol infraction or other law infractions not including a traffic ticket would cause a student to be prohibited from membership for the school year in which the infraction occurred) **If a student is caught exhibiting academic dishonesty, they will be given a written warning for their first violation. A second violation will result in automatic dismissal from NHS consideration.** Leadership: A student must be involved in organizations and activities where they will have the chance to demonstrate leadership abilities.

### PROGRESS REPORTS

Student progress reports will be sent through the PowerSchool Swift messaging system to the email account on file between the fourth & fifth week of each quarter. A paper copy will be mailed if there is no email on file OR upon request. The student's present status, teacher's comments and recommendations will be reported.

### REPORT CARDS

Report cards will be sent through the PowerSchool Swift messaging system to the email account on file at the conclusion of each quarter. A paper copy will be mailed if there is no email on file OR upon request. A final report card will be mailed for all students at the end of the school year. 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

### ONLINE GRADE ACCESS

Instructions for accessing your students' grades via the Internet.

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

### SEMESTER TESTS

Semester tests/projects will be given in each class grades 7 -12. All semester tests/projects will account for 10% of the semester grade. These tests & projects 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.

# Student Services

## 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.

### Immunization - Physical Exam

According to state law all students in Grades K-12 must be immunized. Protection against the following diseases are 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). Any student competing in an NSAA activity must have a physical.

## INJURY

Report any injury to the office or the Nurse 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 49 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.

### LIBRARY

Students are able to check-out any books of interest from the school 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.

All students also have access to Axis 360, a large digital library through ESU2 as well as the Nebraska OverDrive Library through the Bancroft Public Library. Links to each digital library can be found by going to the Library Media Resources Quicklinks tab on the school website, or using the following link:

<https://www.bancroft-rosalie.org/vnews/display.v/SEC/Resources%7CLibrary%20Resources>

### LUNCH ROOM

The Bancroft-Rosalie Community School qualifies for the Community Eligibility Provision (CEP), currently through the 2023-2024 school year, meaning all students are eligible to receive free breakfasts, lunches, and after school snacks (if enrolled in the DEN).

Additional charges apply for extra items taken during breakfast or lunch including:

Extra Lunch Entree: \$1.50

Extra Breakfast Entree: \$0.50

Extra Milk or Juice: \$0.50

To take extra items, students will need to maintain a positive balance in their family lunch account to cover the costs of any extra items taken.

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.

### **Meal prices for guests and adults**

<b>Breakfast prices:</b>	<b>Elem. P-6</b>	<b>\$2.00</b>	<b>Lunch prices: Elementary Grades P-6</b>	<b>\$2.75</b>
	<b>Secondary Grades 7-12</b>	<b>\$2.00</b>	<b>Secondary Grades 7-12</b>	<b>\$3.00</b>
	<b>Adults</b>	<b>\$2.75</b>	<b>Adults</b>	<b>\$4.60</b>

### 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 Constitution's.

### 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 up in advance.

### 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.

### 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.

### 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.

### 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.

### 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.

## Extracurricular Activities

### OFFERED PROGRAMS:

The following is a list of all extracurricular activities approved for the 2022-2023 school year

Academic Team	9-12	Instrumental Music	5-12
Art	K-12	Musical Play	7-12
Baseball	9-12	National Honor Society	11-12
Basketball	7-12	One Act Play	9-12
Bowling	9-12	SkillsUSA	9-12
Cheerleading	9-12	Softball	9-12
Cross Country	7-12	Speech	7-12
eSports	7-12	Track & Field	7-12
FFA	9-12	Vocal Music	K-12
Football	7-12	Volleyball	7-12
Golf	9-12	Wrestling	7-12
		Yearbook	9-12

### 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 8:00 am. On a regular school day students must be in school by 10:00 AM and cannot leave before 2:00 PM to meet the above criteria.

To be eligible for extracurricular events or contests, the student must be passing six of the classes of which they are enrolled. Students cannot have a flunking grade in the same class for three consecutive weeks. If they do, they will be ineligible until they are passing that class. Teachers will update all grades for students (7-12) by 8:15 on every Tuesday. **Work must be submitted to teachers by 8:15 a.m. Monday morning in order to ensure that it will be included when grades are ran on Tuesday moring.** 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 notification from the school when their child is ineligible which will inform them of the classes and grades that their child is down in and 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	-Cross Country	-Bowling
-Softball	-Wrestling	-Golf	-Track	-Baseball

- Social Events such as:

-Homecoming Dance	-Senior Sneak Trip	-Jr. High Dances
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- 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 & Athletic Banquets

-Prom

### 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 2 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 B-R student who brings an "outside" date is responsible for their conduct.

Middle school dances are usually closed to all but current Bancroft-Rosalie middle school students.

### Diversity, Equity, and Inclusion Expectations

Inappropriate comments or actions involving hateful language WILL NOT BE tolerated by any students, parents, coaches, advisors, or volunteers participating in extracurricular activities and programs. Anyone who uses hateful language or engages in any act against or directed toward a person based on that person's sex, race, ethnicity, background, religion, gender, or sexual orientation will be subject to immediate suspension from the activity.

Failure to comply will result in the following action:

1st Violation: Immediate removal from the activity where the offense occurred

2nd Violation: Suspension from the activity for the remainder of the season

The offender's participation in an activity can resume only after they complete an anti-hate and anti-bias education program approved by the district.

## **STUDENTS**

Policy No. 0460

### Extracurricular Activity

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

Extracurricular activity programs enhance the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge,

skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

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

### Warning for Participants and Parents

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

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

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body and 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 mean student activities or organizations that 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 include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society and other school-sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and 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 to conduct that occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the Nebraska School Activities Association (NSAA) and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference.

Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules 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, bullying, 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 that 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. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance or an inhalant; being under the influence of any of the above; possession of drug paraphernalia or the selling, using, possessing or dispensing of an imitation controlled substance as defined in Section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
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 any activity forbidden by law that constitutes a danger to other students, interferes with school purposes or an extracurricular activity or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities or tardiness to school, assigned classes or assigned activities.
13. 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.
14. Dressing or grooming in a manner that is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming or engaging in speech that is lewd 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.

15. Willfully violating the behavioral expectations for those students riding Bancroft-Rosalie Community Schools' buses or vehicles used for activity purposes.
16. 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 supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. 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.
19. 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 in writing.
20. Failure to comply with any rule established by the NSAA, 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.

### **Drug and Alcohol Violations**

#### **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 as 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.)

### **Consequences**

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

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

# **Student Behavior Expectations**

## **B-R'S DISCIPLINE PHILOSOPHY**

B-R is committed to move from negative, punitive, reactive approaches to discipline with positive, proactive, and preventive approaches through our development of PBIS (Positive Behavioral Intervention and Support). Our goal is to teach our students the expectations we want them to display and practice on a daily basis. By detailing every expected behavior and teaching students in a positive way, we will provide a common language for everyone in our school, including students, teachers, administration and all classified staff to follow.

## **DRESS CODE**

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

- a) Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through.
- b) Shorts or skirts of inappropriate length that expose an unacceptable amount of thigh.
- c) Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d) Clothing or jewelry that could be used as a weapon (chains not serving a legitimate purpose, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats or heelys).
- e) Head wear including hats, caps, bandannas, scarves, and hoods.
- f) Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar overtones. (Innuendo clothing)
- g) Clothing or jewelry that is gang related.
- h) Visible body piercing that is disruptive, unsafe, or may have adverse effects on learning.
- i) Boys may not wear tank tops except for special dress activities authorized by administration.

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. If the dress or grooming of a student is considered to be inappropriate, the student should be referred to the principal or to persons designated by the principal and a judgment will be made about the appropriateness of the dress or grooming. 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. 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. 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.

## **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.

## **PUBLIC DISPLAYS OF AFFECTION**

Public display of affection will not be tolerated. Students observed hugging, kissing or displaying other forms of affection on school grounds will be subject to disciplinary actions.

## **CHEATING**

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

## **REFERRAL FORMS (MINOR or MAJOR)**

If a student is given a referral form by a teacher or the office, they must serve the time on the day it is received after school. Students in after school study hall will not be allowed to use **personal cell phones, tablets or their school assigned computers** unless they get permission from the after-school monitor (computers may only be used for educational purposes). On the third minor referral, a student may be sent to the administration if the minor behavior has developed into a major where further disciplinary action will be determined. Students that have to stay after school will be allowed to call their parents and make arrangements for transportation.

### 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.

### CELL PHONES

**Cell phones may be collected at the beginning of class time or during any instructional portion of the period at the teacher's discretion.** Cell phones may be used in class for educational purposes at the classroom teacher's discretion, or to text or call parents/guardians if permission has been granted by the classroom teacher or office staff. Cell phones should otherwise be kept off and out of sight. If a student is caught making a call, texting, having it ring during class, etc...**the first offense will result in the phone being taken away and turned into the office. The cell phone may be picked up at the end of the day. For a second offense, parents will be notified and must pick the phone up from the office. For a third offense, a collaborative meeting will be scheduled between the student, parents, and administration.**

### GIFT EXCHANGES

Gift exchanges are not allowed at school.

### RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

#### DRUG-ALCOHOL POLICY

Students found guilty of illegal possession or use of alcohol, drugs, synthetic drugs & inhalants, 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)).

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

\*\*\*\*\*For more information see Policy 0460\*\*\*\*\*

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.

#### SUSPENSIONS

The following behaviors deserve special attention and will result in suspension (in or out of school) or expulsion.

1. Refusal to comply with reasonable standards of behavior established by the school.
2. Vandalism of property belonging to the school district, staff, students.  
[Students will also be expected to pay for repair or replacement]
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.  
[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 to determine the seriousness of the threat and the length of the suspension.
6. Sexual Harassment
7. Fighting

8. Theft (Subsequent offenses for 1-8 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, synthetic drugs, inhalants, 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 Board of Education This in no way shall prevent prosecution by proper authorities.
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, dipping snuff, e-cigarettes & vaping products. A violation of the smoking policy will result in an In-school suspension as well as an activity suspension from the activities they are involved in. If there are repeated violations, suspension/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.

### **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.

#### 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.

**BULLY REPORTING FORM ON BANCROFT-ROSALIE'S WEBSITE**

In an effort to stop all bullying, students, parents, and community members can now go online [www.bancroft-rosalie.org](http://www.bancroft-rosalie.org) and report any and all bullying behaviors.

# **Student Rights and Regulations**

## **USDA Nondiscrimination Statement (updated 23-24)**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
Program.Intake@usda.gov

**This institution is an equal opportunity provider.**

### **Current Nit and Lice Protocol for Bancroft-Rosalie:**

- If any student is found to have nits or live lice, they are sent home for treatment.
- Upon returning to school, after treatment, they are checked for 5 consecutive days, preferably before they go to the classroom for the day. If they are found to still have nits or live lice, they are sent back home.
- After found to be nit and lice free for five consecutive days, they are checked a week later, and then another week after that.
- Essentially, the student is followed closely for a total of three weeks from the time they were noted to have nits or lice.
- Some students who are not nit and lice free for five consecutive days are restarted at day one after they have been sent back home for any treatment of the nits or live lice. So, this makes some students being followed closely for more than three weeks.

-Parents or Care givers are given information on what lice are, what they look like, what nits are and what they look like. They are given information for treatment of the hair issues. They are also given information on aiding in getting rid of the lice issues in the home. They have the opportunity to see what actual lice and nits look like as the school nurse has some taped to a piece of paper in the nurse office.

### INSUFFICIENT FUNDS

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email. In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order. Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings. Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

### 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.

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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.

### TEACHER QUALIFICATIONS

Parents may request from the administration to know the qualifications of their student's teachers.

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:

- (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, showing weight and height of team members

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

#### 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, synthetic drugs, inhalants 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 requirements 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.

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

Before any student is excluded, suspended, expelled, or mandatorily reassigned for a violation of the district's 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 an 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 decides 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 of 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.

#### **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 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

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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 of the student's parent or guardian and upon receipt of such written notice, the determination

of the Superintendent shall take effect immediately.

#### (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 described above.

### **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

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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 recommend 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 act 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

### **Title IX Policy**

The Bancroft-Rosalie Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinate, to the Assistant Secretary of the Office of Civil Rights, or both.

B-R Title IX Coordinator: Karin Vogt, 708 Main Street, PO BOX 129, Bancroft, NE 68004, 402-648-3336

For information regarding the Bancroft-Rosalie Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harrassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see the Title IX Grievance Policy. (located on the school website at [www.bancroft-rosalie.org](http://www.bancroft-rosalie.org) in the Quicklink section)



0460 Drug and Substance Use and Prevention

**Drug-Free Schools**

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

**Education and Prevention**

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

**Standards of Conduct; Notice to Students and Parents**

Students are to be 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. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING BANCROFT-ROSALIE SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

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

Students are to be 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**

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

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

## **Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or 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, alcohol or tobacco (including electronic nicotine delivery systems) 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 (including electronic nicotine delivery systems).

### **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 short term suspension, long term suspension, 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 turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians 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 Bancroft-Rosalie Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **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.



## 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:

1. If needed, the prescribing physician may be contacted by the school nurse for clarification on medication administered.
2. 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.
3. You will notify the school promptly if there are changes in your child's medication to be provided at school.
4. 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 form 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

\_\_\_\_\_

**2023-2024 EMERGENCY INFORMATION REQUEST**

Please fill out and return by August 18. Thank you for providing the following information!

Student's Name \_\_\_\_\_ Student's Cell# \_\_\_\_\_ Grade \_\_\_\_\_  
Social Security # \_\_\_\_\_ Today's Date \_\_\_\_\_

(This is used for the student's permanent transcript which is used for identification purposes only)

I, hereby, give my consent for the Bancroft-Rosalie Community School to use my Child's photograph on the District's website, marquee sign and media pages as related to the control of the District. (Please check the box for a consent of yes.)

Student's Birth Date \_\_\_\_\_ Age Today \_\_\_ Yrs. \_\_\_ Months  
Racial Identity: \_\_\_ American Indian/Alaska Native \_\_\_ Asian \_\_\_ Black or African American \_\_\_ Native Hawaiian/Other Pac \_\_\_ White  
Ethnic Identity: \_\_\_ Hispanic or Latino \_\_\_ Not Hispanic or Latino  
Distance, in miles, the student's residence is from the **nearest** school building or Bus pick up (Bancroft or Rosalie) \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address & Box No. \_\_\_\_\_ Mother Cell Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Father Cell Phone \_\_\_\_\_

PARENT E-Mail Address \_\_\_\_\_ STUDENT E-Mail Address \_\_\_\_\_

**Preferred method of contact in a Non-Emergency Situation** (Choose One): \_\_\_ Phone call to Home  
\_\_\_ Phone call to Mother's Work \_\_\_ Phone call to Father's Work \_\_\_ Phone call to Mother's Cell  
\_\_\_ Phone call to Father's Cell \_\_\_ Text Message to Mother's Cell \_\_\_ Text Message to Father's Cell \_\_\_ E-Mail

Place of Employment \_\_\_\_\_

Name (Mother) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name (Father) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

If your child becomes ill during the school day and you cannot be reached at your home number, **please list the names and telephone number** of two other adults we may call to come and get your child.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

<u>Employment Status of Student (per week)</u>	0-5 hours	6-10 hours	11-15 hours	16-20 hours	more than 20 hours
<u>Extracurricular Activities (during a one year period)</u>	0	1-3	4-6	more than 6	

**PLEASE NOTE:**

The School Nurse will provide your students (**grades 7-12**) up to two non-aspirin, Tylenol-like medication tablets per day, upon their request, if you sign here. \_\_\_\_\_

Your Family's Physician \_\_\_\_\_

Office Location \_\_\_\_\_ Phone \_\_\_\_\_

Is your child allergic to any medications? \_\_\_\_\_ (If yes, please list) \_\_\_\_\_

Please list any health conditions your child has that you feel his/her Teacher and School Nurse should know about.  
\_\_\_\_\_

If our/my child has a serious injury at school or at a school related activity and we cannot be reached we give permission for the school to have my child \_\_\_\_\_ transported at parent's expense to the nearest hospital and/or physician's office.  
\_\_\_\_\_ Parent's Signature

**The Student Handbook and the new Return to School Plan are available on-line at [www.bancroft-rosalie.org](http://www.bancroft-rosalie.org) or from the school office by request. I agree to follow the rules and regulations as published in the Student Handbook.**

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_