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# Boone Central Schools

Dedicated to Educational Excellence

Building Character | Creating Opportunities | Striving for Success

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## THE CARDINAL WAY

**B**UILDING CHARACTER

**C**REATING OPPORTUNITY

**S**TRIVING FOR SUCCESS

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# STUDENT HANDBOOK

## 2024-2025

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Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year! The Student/Parent Handbook is intended to be used as a guide to the regulations and general information about Boone Central. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use the handbook as a resource and to assist their child in following the regulations contained within the handbook.

The information found in the handbook is detailed and specific on many topics, but it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. Our number one priority is to ensure the well-being of all students and the educational program at Boone Central. Although the Board of Education may act to approve the handbooks annually, contents within the handbook may change if deemed necessary for the good of our students at any time during the school year.

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,

Damon McDonald	Ethan Larsen	Bill Curry	Claire Kayton	Jon Perone
Interim Superintendent	High School Principal	Middle School Principal	Elementary Principal	Activities Director

## **RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS DUE TO COVID-19**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the District's regular means of contact.

## **INTENT OF HANDBOOK**

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

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

The handbook has been approved and adopted by the Boone Central Board of Education, and its contents are considered to be policies of the Board of Education.

### **NOTICE OF NON-DISCRIMINATION**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Damon McDonald, who may be contacted in writing at 605 S 6<sup>th</sup> St, PO Box 391, Albion, Nebraska, at [dmcdonald@boonecentral.esu7.org](mailto:dmcdonald@boonecentral.esu7.org) by e-mail or by telephone at (402) 395-2134.

For further information on notice of nondiscrimination, visit:  
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Anti-discrimination policy.

## DIRECTORY

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# GENERAL INFORMATION

## BOONE CENTRAL SCHOOL - MASTER CALENDAR

2024-2025

AUGUST						
S	M	T	W	Th	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

6th-7th  
8th  
9th  
12th-14th  
14th  
15th  
22nd

MS/HS Registration  
Elementary Registration  
Mentor/Mentee Day  
Teacher Inservice; No Students  
PK-8 Open House/Freshman Orientation  
First Day of School; 1:00 pm Dismissal  
First Day of Preschool

1st-3rd  
3rd  
6th  
13th

No School; Winter Break  
ESU 7 Teacher Prof. Development; No Students  
Start of 2nd Semester; School Resumes  
No School; Choral Clinic

JANUARY						
S	M	T	W	Th	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	

SEPTEMBER						
S	M	T	W	Th	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					

2nd  
25th

No School  
No School; P/T Conferences 12:00 pm - 7:00 pm

12th  
21st

No School; P/T Conferences 2:00 pm - 7:00 pm  
No School

FEBRUARY						
S	M	T	W	Th	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	

OCTOBER						
S	M	T	W	Th	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		

23rd  
24th  
25th

End of 1st Quarter  
No school- Teacher Inservice  
No School- Fall Break

12th  
13th-14th

End of 3rd Quarter  
No School- Spring Break

MARCH						
S	M	T	W	Th	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						
S	M	T	W	Th	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

11th  
27th-29th

Veteran's Day Program @ 9:00AM  
No School

17th  
18th  
21st

No School-Teacher Inservice  
No School  
No School

APRIL						
S	M	T	W	Th	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			

DECEMBER						
S	M	T	W	Th	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				

20th  
22nd-26th  
23rd-31st

End of 1st Semester; 1:00 pm Dismissal  
NSAA Moratorium  
No School - Winter Break

16th  
18th  
21st  
22nd

Last Day of Preschool  
Graduation  
Last Day - Early Dismissal 1:00 p.m.  
Teacher Workday

MAY						
S	M	T	W	Th	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

Registration
Early Dismissal, 1:00 p.m.
PLC/Late Start, 9:10 a.m.
PreK Start/End Day
Teacher Contract Day, No Students
No School

**Teacher Contract Hours:**  
7:45 a.m. to 3:45 p.m. Monday - Friday

**Future Graduation Dates**  
May 17, 2026  
May 16, 2027

**Elementary School Hours**  
8:00 a.m. - 3:30 p.m., Wednesday 9:10 a.m. - 3:30 p.m.

**Middle School Hours**  
8:00 a.m. - 3:30 p.m., Wednesday 9:10 a.m. - 3:30 p.m.

**High School Hours**  
8:00 a.m. - 3:30 p.m., Wednesday 9:10 a.m. - 3:30 p.m.

**Preschool Hours**  
8:00 a.m. - 3:30 p.m., Wednesday 9:10 a.m. - 3:30 p.m.

<b>Total Student Days</b>	<b>175</b>
<b>Total Teacher Days</b>	<b>185</b>
<b>First Sem. Days</b>	<b>85</b>
<b>Second Sem. Days</b>	<b>90</b>

Student Days by Month		Teacher Days by Month	
Aug	12	Jan	19
Sep	19	Feb	18
Oct	21	Mar	19
Nov	18	Apr	19
Dec	15	May	15
Total	85	Total	90
<b>Total of 175</b>		<b>Total of 185</b>	

## SCHOOL HOURS

### PK-12 School Hours (Monday, Tuesday, Thursday, & Friday)

7:30 A.M. .... Doors Open to Students for Breakfast Only

7:40 A.M. .... Doors Open to All Students

8:00 A.M. .... School Day Begins

3:30 P.M. .... School Day Ends

### PK-12 School Hours (Wednesday Only)

8:40 A.M. .... Doors Open to All Students/Breakfast Available

9:10 A.M. .... School Day Begins

3:30 P.M. .... School Day Ends

### Preschool Days and Hours

August 22, 2024 ..... First Day of Preschool

8:00 A.M. .... School Day Begins

9:10 A.M. .... **Wednesday Only** School Day Begins

3:30 P.M. .... School Day Ends

May 16, 2025 ..... Last Day of Preschool

## BELL SCHEDULES – HIGH / MIDDLE SCHOOL

### Regular Daily Schedule

Mon, Tues, Thurs, Fri			Wednesday	
Period 1	8:00 – 8:46		Period 1	9:10 – 9:51
Period 2	8:49 – 9:35		Period 2	9:54 – 10:35
Period 3	9:38 – 10:24		Period 3	10:38 – 11:19
Period 4	10:27 – 11:13		HS LUNCH	11:19 – 11:49
HS Advisory	11:16 – 11:27		Period 4/5 MS	11:22 – 12:03
HS Lunch	11:27 – 11:57		Period 4/5 HS	11:52 – 12:33
MS Period 5	11:16 - 12:02		MS LUNCH	12:03 – 12:33
MS Advisory	12:05 - 12:15		Period 4/5	12:36 – 1:17
MS Lunch	12:15 - 12:46		Period 6	1:20 – 2:01
HS Period 5	12:00 – 12:46		Period 7	2:04– 2:45
Period 6	12:49 – 1:35		Period 8	2:48 – 3:30
Period 7	1:38 – 2:24			
Period 8	2:27 – 3:13			
Cardinal Time	3:15 – 3:30			

### Late Start and Early Dismissal Schedules

2-Hour Late Start		Assembly Schedule	
Period 1	10:00 – 10:35	Period 1	8:00 – 8:43
Period 2	10:38 – 11:13	Period 2	8:46 – 9:29
HS Lunch	11:13 – 11:43	Period 3	9:32 – 10:15
MS Period 5	11:16 – 11:51	Period 4	10:18 – 11:01
HS Period 5	11:46 – 12:21	HS Advisory	11:04 – 11:14
MS Lunch	11:51 – 12:21	HS Lunch	11:17 – 11:47
Period 3	12:24 – 12:59	MS Period 5	11:04 – 11:47
Period 4	1:02 – 1:37	MS Advisory	11:50 – 12:00
Period 6	1:40 – 2:15	MS Lunch	12:03 – 12:33
Period 7	2:18 – 2:53	HS Period 5	11:50 – 12:33
Period 8	2:56 – 3:30	Period 6	12:36 – 1:19
		Period 7	1:22 – 2:05
		Period 8	2:08 – 2:51
		ASSEMBLY / HR	2:54 – 3:30

### LUNCH SCHEDULES

	Regular Day M, T, Th, & F	Wednesday	2 Hr (10 am) Late Start
Preschool	11:00-11:30	11:00-11:30	11:00-11:30
Kindergarten	10:50 – 11:15	10:50 – 11:15	10:50 – 11:15
First Grade	10:55 – 11:20	10:55 – 11:20	10:55 – 11:20
Second Grade	11:00 – 11:25	11:00 – 11:25	11:00 – 11:25
Third Grade	11:10 – 11:30	11:10 – 11:30	11:10 – 11:30
Fourth Grade	11:05 – 11:25	11:05 – 11:25	11:05 – 11:25
HS Lunch	11:13 – 11:43	11:19 – 11:49	11:13 – 11:43
MS Lunch	12:15 – 12:46	12:03 – 12:33	11:51 – 12:21

## **VISITORS**

Parents and other interested individuals are encouraged to visit school. All visitors are required to enter through the main entry doors and must report to the office upon entering the building. Visitors will be asked to sign in and will receive a visitor pass that must remain visible. Visitors are required to report to access the school facilities during the school day. This includes visitors during lunch, on the playground, in the classroom, or any other areas considered a part of the school campus

## **ARRIVAL AT SCHOOL/DISMISSAL FROM SCHOOL**

All doors to the building, with the exception of the main entrances will be locked at all times during the school day. Students will enter the building in the morning only through the main entrances. Students eating breakfast may enter through either main entrance.

Prior to the scheduled start of the school day, students are not allowed to enter the building. The school is not responsible for supervision of the students prior to the start of the scheduled school day. Students will not be permitted to enter earlier unless the Principal determines it to be necessary.

Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Parents and guardians may request the school not release a student at the end of the school day unless the child is released to a designated parent, legal guardian, or appropriate escort.

### **PRESCHOOL ARRIVAL AND DISMISSAL**

Preschool students may enter at 7:50 a.m. (8:50 a.m. on Wednesdays) at the Elementary main entrance. Preschool staff will meet students in the elementary vestibule and walk them to class as a group. Students will be dismissed at 3:30 p.m. Classroom teachers will specify which door students can be picked up at.

### **SEVERE WEATHER AND SCHOOL CANCELLATIONS**

The Superintendent may close public schools in case of severe weather. The information is broadcast regularly by radio and television stations. Watch the school social media pages & district messaging system for the most up to date information.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible).

In any case, an announcement will be made to the news media, social media sites, and school website when schools will be closed. In some instances, schools will be open, but certain services may be canceled (Examples: bus transportation, preschool, student activities).

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

Parental Decisions. Parents have the right to keep their children at home in inclement weather. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Students absent because of severe weather when school is in session will be marked absent

(excused absence). Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Tornado and Emergency Conditions. Parents should not attempt to come to school during a tornado warning or during an emergency situation. Parents will be notified by the school of procedures for picking up students if either condition were to arise.

Emergency Contact and Alternative Destination Information. It is highly recommended that parents provide the school with emergency contact information and alternative destination information for their children. In the event of an early dismissal and no such information is available, it will be assumed that the parent has instructed their child concerning the procedure they are to follow. If conditions allow, a child may be held at the school until normal dismissal time. If a parent or guardian has not arrived to pick up by normal dismissal time, law enforcement may be contacted to ensure the safety of the child.

## STUDENT ENROLLMENT AND ATTENDANCE

"School success is 90 percent showing up; the other half is mental." Yogi Berra

### MANDATORY ATTENDANCE AGE

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

### ENROLLMENT IN KINDERGARTEN

A child must reach the age of five on or before July 31<sup>st</sup> of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1<sup>st</sup> and October 15<sup>th</sup> of the year of enrollment if the parent or guardian requests such enrollment and provides an affidavit stating:

- the child attended kindergarten in another jurisdiction in the current school year; or
- the family anticipates relocating to another jurisdiction that would allow admission within the current year; or
- the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of performing the work of kindergarten.

A parent may request early kindergarten entrance by contacting the elementary principal before May 25<sup>th</sup> of the spring before fall enrollment. The process for determining whether a child will be admitted early includes the completion of the following:

- Written Request for Consideration of Early Kindergarten Entrance
- Parent Questionnaire for Early Kindergarten Entrance
- Reference letter from another individual well acquainted with the child (not a relative)
- Ability to perform at kindergarten level demonstrated through the Developmental Test for Kindergarten Readiness. (administered by a school official)

### ENROLLMENT IN PRESCHOOL

Students wishing to enroll in the ABC Preschool will be required to submit an application by a specified due date typically near the end of February. Kindergarten entrance age (5 years of age on or before July 31 of the current year) may submit an application for preschool. On a case by case basis, students at the mandatory Kindergarten age but below mandatory school attendance cut off dates may be eligible for extended preschool services.

#### Requirements

(The following documents must be provided with the student's application)

- Copy of Valid Birth Certificate
- Current Immunization Record

#### Placement

(Students are placed depending on verified needs as stated by Rule 11, Boone Central priority point system, and the order in which we receive the application.)

1. Priority placement based on Rule 11
  - a. A student who has an Individualized Education Program (IEP or IFSP)
  - b. Students born prematurely and can be verified by a physician.
  - c. Students whose family income would qualify for Free and Reduced Lunches (income verification form based on *Free & Reduced School Meal Family Application*);
  - d. A child of teenage parents who have not obtained high school diploma, or;
  - e. Students living in a home whose occupants have limited ability to speak and understand English.

### GRADE PLACEMENT AND ASSIGNMENT

A student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring.

#### Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Diagnostic test data
- Achievement test data
- Criterion referenced test data

#### Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Standardized achievement test data
- Criterion referenced test data
- Final examination test data
- Diagnostic test data

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a home school and/or a non-accredited school will not be counted toward high school graduation requirements. The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country



**ADMISSION REQUIREMENTS**

**Birth Certificate.** State law requires that a certified copy of a student’s birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

**Immunizations Rules:**

- Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis and varicella (chicken pox) prior to enrollment.
- The district is not responsible for the cost of such immunizations.
- Any student who does not comply with this policy shall not be permitted to continue attending school.

**Summary of School Immunization Rules and Regulations For 2024-25 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district’s entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
 Updated 01/26/2018

### Exceptions:

- Provisional Enrollment - Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
- Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
  - A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
  - An affidavit signed by the parent or a legally authorized representative of the student, stating that the immunization conflicts with the students sincerely held religious beliefs.
- Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### Eye Examinations

The parent(s) or guardian(s) of (1) all incoming students in the beginner grade (Kindergarten) and (2) all out-of-state transfer students must provide evidence of a vision examination by a qualified vision health care provider. They must provide evidence of the vision examination within six months prior to entrance. The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity.

Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

### Physical Examination

The following students shall provide evidence of a physical examination by a qualified healthcare provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students

Evidence of a physical examination must be dated no more than six months prior to entrance or within sixty days after enrollment. If the student's parent(s) or guardian(s) object to a physical examination, they must submit a signed and dated refusal form to the school.

## PART-TIME ENROLLMENT

A student may be permitted to enroll on a part-time basis pursuant to board policy and applicable regulations when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

### Part-Time Enrollment of Exempt School Student

The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission and registration requirements and file an application for enrollment on forms provided by the school district by August 1<sup>st</sup> of the year of enrollment. For second semester high school courses, the application must be filed by December 15<sup>th</sup>. For students who move into the district mid-semester, the application and registration process must be completed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or

attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Capacity - The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students - Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors - Part time and exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules - Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities - Exempt school students may participate in extracurricular sports and activities if the NSAA requirements are met. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in no more and no less than 5 credit hours of instruction per semester at Boone Central to compete in interscholastic competition.

Transportation - Exempt school students are not entitled to transportation or reimbursement for transportation.

### OPTION ENROLLMENT

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

#### Definitions

Option Student - Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.

Resident School District - Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.

Option School District - Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

#### Persons Entitled to Apply for Option Enrollment of Students

Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting in loco parentis are not authorized and will be automatically denied.

### Duties, Entitlements and Rights of Option Students

Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

### Standards for Acceptance or Rejection of Option Students

Numeric Capacity - The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

Programmatic Capacity - In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

Other - In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- o Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- o Would require the procurement of new equipment, technology, or furnishings;
- o Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- o Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- o May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

1. Students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
2. Thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

### False or Misleading Option Applications

If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

### Academic Credits and Graduation

The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of our school district.

### Procedure for Students Optioning into or Out of the School District

1. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
2. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

### Late Applications and Requests for Release

The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:

- When the district has already entered into contracts with teaching staff for the following school year;
- When the district has already contracted for the performance of specific services for the student;
- When the release of the student would have a negative financial impact or loss of revenue for the district.

The board of education will approve late applications to option into the district under the following conditions:

- When the resident district has released the student;
- When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

### Students Who Do Not Need a Release from the Resident District

A student does not need to be released from his/her resident district under the following circumstances:

- When the student has relocated to a different resident school district after February 1
- When a student's option school district merges with another district effective after February 1

The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

### Cancellation of Option

Students who option either into or out of the school district shall:

1. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
2. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

### Authority of Superintendent

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

### Student Opportunities to Exercise Option Enrollment

Under LB 1329, students can exercise option enrollment once during elementary, once during middle school or junior high, and once during high school, totaling three times before graduation. Exceptions to the three-time limit include situations such as: (i) relocating to a different resident school district, (ii) the merging of the option school district with another, (iii) completing grades in the originally attended school, (iv) continuing current enrollment, (v) returning to a previously attended district, or (vi) being an open enrollment option student.

### DISCONTINUING ENROLLMENT (5 YEAR OLDS)

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form, which is attached to the Board policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### DISCONTINUING ENROLLMENT (16 & 17 YEAR OLDS)

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form that is attached to the Board policy. Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### STUDENT ILLNESS

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.



## ATTENDANCE AND ABSENCES

Regular and punctual student attendance is required. All staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### Circumstances of Absences – Definitions

The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible.

All absences, except for illness and/or death in the family, require advance approval.

School Excused - Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented physical illness, mental illness, severe weather, observance of religious holiday(s) of the student's own faith, court, death of a family member, or suspension.
- Other absences as determined by the principal or the principal's designee.

Not School Excused - Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
- Other absences are those in which the parent has not communicated a reason for the student's absence.
  - For absences where there is no communication from parent(s) or guardian(s), these absences are considered unexcused. Examples could include but are not limited to being late and missing the first two periods, sleeping in and coming at lunch, being absent without communication, etc. Accumulated unexcused absences will have the same consequences as accumulated first period tardies as seen below.

Absence Procedure – In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

- A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.
- Students will be given one day to complete make up work for each day of excused absences.
  - This does not apply in the case of suspensions, exclusions, or unexcused absences. The responsibility of obtaining assignments is that of the student.
  - If the absence is for a school activity, the student's work is due upon return. Tests and long-term projects may be required to be completed in advance.

Excessive Absenteeism - Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be

held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- Illness related to physical or behavioral health of the child.
- Educational counseling;
- Educational evaluation;
- Referral to community agencies for economic services;
- Family or individual counseling; and
- Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

Reporting Excessive Absenteeism to the County Attorney - The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

#### Make-up Work Missing

For excused absences, one school day will be allowed to make up the work for each missed day. Students with an unexcused absence may not be given the opportunity to make up or complete missing assignments. Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

#### Definitions:

Tardies - Students who arrive to class after the tardy bell will be marked as tardy.

#### Consequences for Multiple Tardies

Students who are tardy first period will be given a tardy mark on the daily attendance record and are subject to the following consequences in a given semester:

- Tardies 6-10 = 30 minutes detention for each tardy. On the 10th tardy there will be a meeting between the parent, student, and administrator.
- Tardies 11-15 = 30 minutes for each tardy plus a 1 day ISS on the 15th tardy.
- Tardies 16-20 = 1 hour for each tardy plus 2 days of ISS on the 20th tardy.
- Tardies 21-25 = 1 hour for each tardy plus 3 days of ISS on the 25th tardy.
- Tardies 26-30 = Attendance meetings will be set up between parent, student, and administrator.

\*Unexcused absences will have the same consequences as first period tardies. Unexcused absences will count separately than first period tardies. (Ex: a student with 7 first period tardies and one unexcused absence will only have 2, 30-minute tardy detentions; a student with 8 unexcused absences and 4 first period tardies will have 3 detentions for their unexcused absences)

Missing More than Half of Class Period – Students who arrive more than half of a class period late will be marked as absent.

#### Leaving School or Class

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who



leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Dismissal from School on Regular School Day

Students leaving school for any reason during the school day must have a note from the parent or legal guardian and must report to the principal's office before leaving the building. Failure to do so may result in a detention.

ATTENDANCE OFFICER

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

REQUIRED ATTENDANCE FOR PARTICIPATION IN ACTIVITIES

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

Student participants are expected to meet the following attendance expectations:

- On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.
- Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

## ACADEMIC ACHIEVEMENT

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

### GRADUATION REQUIREMENTS

To be eligible for graduation from Boone Central High School, a student must have earned a minimum of 235 semester hours credit in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education. A semester course is worth 5 credits.

<b>Graduation requirements for students graduating in 2025 -- 2026.</b>	<b>Graduation requirements for students graduating in 2027 and beyond.</b>
<p>English – 40 credits to include            10 credits of either English 9 or Freshman English            10 credits of either English 10 or Sophomore English</p> <p>English            10 credits of either English 11 or Junior English            10 credits of either English 12 or Basic English</p> <p>Mathematics – 30 credits</p> <p>Social Studies – 30 credits to include            10 credits of World Studies            10 credits of American History or American Studies            10 credits of American Government/ Modern Problems or Civics</p> <p>Science – 30 credits            10 credits of either Biology or Life Science            10 credits of either Physical Science or General Science</p> <p>10 credits of any other science class offered</p> <p>Computers – 5 credits from the following list            Digital Media I            Digital Design II            Programming            Web Design</p> <p>Physical Education/Health – 10 credits</p> <p>Speech – 5 credits</p> <p>Economics - 5 credits</p> <p>Personal Finance - 5 credits</p> <p>Electives – 75 credits of electives</p>	<p>English – 40 credits to include            10 credits of either English 9 or Freshman English            10 credits of either English 10 or Sophomore English</p> <p>English            10 credits of either English 11 or Junior English            10 credits of either English 12 or Basic English</p> <p>Mathematics – 30 credits</p> <p>Social Studies – 30 credits to include            10 credits of World Studies            10 credits of American History or American Studies            10 credits of American Government/ Modern Problems or Civics</p> <p>Science – 30 credits            10 credits of either Biology or Life Science            10 credits of either Physical Science or General Science</p> <p>10 credits of any other science class offered</p> <p>Computers – 10 credits to include            5 credits of IT Fundamentals            Min. of 5 credits from the following            Digital Media I            Digital Design II            Programming            Web Design</p> <p>Physical Education/Health – 10 credits</p> <p>Speech – 5 credits</p> <p>Economics - 5 credits</p> <p>Personal Finance - 5 credits</p> <p>Electives – 70 credits of electives</p>

As mandated by state law, starting with the graduating class of 2025, all students will be required to complete a Free Application for Federal Student Aid (FAFSA) to meet Boone Central's graduation requirements. Students may be able to qualify for an option to not complete the FAFSA if their parent/guardian or school principal (or their designee) approves.

## SENIOR RECOGNITION

### Recognition of Students

The purpose of this policy is to recognize academic achievement in such a way that it celebrates those who have reached academic distinction upon completion of their high school courses. Candidates for recognition must have completed classes at Boone Central High School for their entire senior year.

Boone Central School District will recognize the outstanding achievement of graduating seniors in the following manner:

**Summa Cum Laude** - A graduating senior with a weighted cumulative GPA greater than or equal to 99% will be recognized as a Summa Cum Laude student

**Magna Cum Laude** - A graduating senior with a weighted cumulative GPA greater than or equal to 97% but less than 99% will be recognized as a Magna Cum Laude student.

**Cum Laude** - A graduating senior with a weighted cumulative GPA greater than or equal to 95% but less than 97% will be recognized as a Cum Laude student.

*(Graduating seniors will be recognized at the commencement ceremony in the program and with colored cords.)*

**Weighted Cumulative GPA** – The average of all credits on the high school transcript using a 100-point scale with the following advanced courses weighted (final semester grade multiplied by 1.05).

- English 12, American History, Government/Modern Problems, Pre-Calculus, Calculus, Advanced Biology, Chemistry, Anatomy/Physiology, and Physics.

Students' grade point average (GPA) at Boone Central is a weighted GPA and is maintained for the duration of a student's high school career (9th through 12th grades.) Courses taken prior to 9<sup>th</sup> grade will be considered for GPA purposes only if they are equivalent to a high school course. For example, Algebra I taken as an 8<sup>th</sup> grader.

### Speakers

Another purpose of the policy is the selection of the two graduation speakers. Any senior graduating Cum Laude or higher can submit a 3 to 5-minute speech to the high school principal. Speeches will be reviewed and ranked by a committee without knowledge of the speech's authors. Members of the speaker selection committee will be determined by the principal and/or senior class sponsor. The highest two ranked speeches will be selected for the authors to read at the commencement ceremony. The order of the two speeches will be determined by the principal and/or senior class sponsor.

The Master or Mistress of Ceremony will be the senior class President. In the event the class President is also a graduation speaker, the MC duties will be assigned to the Vice-President. If both of the above officers are also graduation speakers, the senior class Secretary will serve as MC.

### Early Graduation

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. The student's parent or legal guardian must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The student will also need to obtain a letter of recommendation from a minimum of one high school teacher as well as the high school guidance counselor supporting the application. The request letters to the principal are to be submitted by December 1st of the students junior year. They will be voted on at the December board meeting by the Board of Education. (Upon receiving the request letter from a student for early graduation the School Board will evaluate/consider each case on an individual basis.)

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities, the early-out graduate will be treated as a “graduated” student. Early graduates will receive their diploma in May with the date graduation ceremonies were held printed on the diploma. The transcript will reflect the date coursework was completed.

Late Graduation

A student who does not meet the graduation requirements prior to graduation will receive a diploma reflective of the school year in which they completed the requirements.

- Example 1: Requirements are not met prior to May graduation date, but are completed before the start of the next school year the diploma issued will reflect the May graduation date of the current school year.
- Example 2: Requirements are not met prior to May graduation date, but are completed after the start of the next school year the diploma issued will reflect the graduation date of the school year the work was completed. In this situation the graduation date would be one year later than the original anticipated graduation date.

The transcript for students that complete their requirements after the May graduation date will reflect the last date of the semester in which they completed their coursework.

GRADING

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A+	99-100	4.0		B+	92-93	3.2-3.4		C+	84-85	2.2-2.4		D+	76-77	1.2-1.4
A	96-98	4.0		B	88-91	3.0		C	80-83	2.0		D	72-75	1.0
A-	94-95	3.6-3.8		B-	86-87	2.6-2.8		C-	78-79	1.6-1.8		D-	70-71	0.6-0.8

Report Cards

Report cards are issued at the end of each quarter for middle school students and at the end of each semester for high school students.

ASSIGNMENT ACCOUNTABILITY – ICU

The mission of ICU is to defeat student apathy through a culture where mastery, completion, and accountability are the standards for learning.

- Every student completes every assignment
- Mandatory extra time/help for all students
- Transformation of student grades to reflect learning

Components:

- Immediate parent notification of missing assignments
- ICU List shared school wide
- Support = extra time before school, during lunch, and after school
- Lifeguard meetings to remind students of missing assignments

## Power of ICU Frequently Asked Questions:

### *Why is it called Power of ICU?*

If children are not completing assignments, their learning and possibly, their grades are in the ICU (Intensive Care Unit) and are in need of life support. The name itself, ICU, speaks to the fact that those of us who are involved and invested in each child's learning and academic success will be there to throw him/her a lifeline and provide the extra help and support that is needed.

### *How do the text and email notifications work?*

If your child has a late assignment, they are put on the ICU list, and you will be notified by a text message and/or an email. Each missing or incomplete extra practice put on the list will send a separate text and email notification. The email notification will provide a more detailed description of the extra practice, as well as a suggested intervention for your child to successfully complete the extra practice. This process is essential to the success of ICU and provides you with valuable, detailed, and up to date information regarding your child's academic progress. To ensure that you are receiving these notifications, please make sure that your contact information is up to date. If you wish to modify or change the email address and/or phone number that the ICU notifications are sent to please contact us, and we would be happy to make those changes.

### *How does ICU help your child learn?*

ICU helps your child learn by holding him/her accountable to completing the extra practice for learning. It is a systematic approach that no longer makes learning optional. In the past, some students may have chosen to avoid opportunities to learn, passively accepting ongoing failure. Now, all students are held accountable to learn, and children are no longer slipping through the cracks.

### *What happens if my child is on the ICU list?*

If your child is on the ICU list, we have a plan for helping him/her get the extra time and extra support needed. Generally speaking, we would provide more time during the school day, and make sure your child has any resources needed to complete the assignment/missing work. Occasionally, students are missing several assignments at one time; we have a plan for that too!

### *If I need more information about what my child is missing, how can I get it?*

The first step you can take is to check our school information system- PowerSchool. If you don't have a login, you can contact the high school office at 395-2134 or the middle school office at 386-5302, or use your child's login information. If that doesn't provide the additional information you need, please contact your child's teacher for additional details of the missing assignment.

### *Is ICU a punishment?*

ICU is not intended to be a punishment but instead a form of help for students. If students are struggling with learning, we want to ensure they have ample opportunity, in the form of extra time and extra support, to make certain they can achieve academic success. Because of this, students on the ICU list experience a reduction of school privileges to remind them of the importance of completing their extra practice or homework. Most students who get on the ICU list are back off the list in the first 1-3 days. If your child is on the ICU list, it is ok! Most of us have experienced missing a deadline or being late for an appointment; our kids might do the same from time to time. You can think of it as an opportunity to dialogue with your child about school.

## ICU LEVELS OF INTERVENTIONS

### Intervention Level 1

- Email and text message notify parent/guardian.
  - Students attend a designated ICU Time to complete the missing work. Morning, during, and after school time will be available for students to complete the missing assignment/assignments. (If a student does not attend as required, a phone contact will be made.)

### Intervention Level 2

- Personal contact will be made with parent/guardian to ensure all information is accurate.

### Intervention Level 3

- Student is scheduled for daily either morning, during the school day, or afterschool ICU Time until all assignments are completed.

### Possible Next Steps:

- Academic Hearing: The purpose of this meeting is only to ensure contact information is correct on the list of missing work. Parent/Guardian will be invited to the Academic Hearing.
- Family Day: Parents will be invited to work with their child to complete assignments.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held in the 1st quarter and the 3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, can be made by contacting the school office or by directly contacting the teacher.

## HONOR ROLL

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. The honor roll is published at the end of each quarter for middle school students and at the end of each semester for high school students. To earn a place on the honor roll, a full-time student must have a scholastic average of at least 94%, with no grade below 88. Honorable mention shall be awarded students who maintain a grade average of at least 88% with no grade below 80%. A Principal's Honor Roll will be published for students who achieve all A's (all grades 94% and above).

## RETENTION AND PROMOTION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. Students will typically progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

Class Status: No student shall be eligible for class status who does not have sufficient hours of credit at the beginning of the fall term. Students are classified as follows:

- Senior  $\geq$  160 hours
- Junior = 110-159 hours
- Sophomore = 55-109 hours
- Freshman = 54 hours or less

## ALTERNATIVE EDUCATION – PATHWAYS

The purpose of Pathways Alternative Education Center is to offer an educational environment to those who have found it difficult to find success in the traditional school setting. It is our purpose to guide students while they develop skills and competencies, gain knowledge, and develop attitudes to help them obtain a high school education. Because of differences in students' abilities, interests, and goals, each student at Pathways is treated as an individual with respect and trust. Every student has the right to realize his or her own self-worth and importance as an individual. The primary role of Pathways is to create an environment that makes this possible.

Students can be referred for placement in Pathways by parents/guardians, teachers, counselors, administrators, or themselves. **Students must be 16 years of age in order to apply to Pathways.** Students will be placed according to need, not strictly on a first-come, first-served basis. If a waiting list is necessary, older students and those with greatest need may be given priority.

Students aged 16 or older are eligible for full-time placement in PATHWAYS by meeting one or more of the following criteria:

1. Student's grades, attendance or behavior demonstrates that he/she has struggled to function in the traditional setting.
2. Student has dropped out of or is at risk of dropping out of high school.
3. Student has a poor attendance record due to avoidance of attendance, illness or responsibilities outside of school.
4. Student has failed one or more years or is in danger of not graduating with their grade level cohort.
5. Students are in transition due to out-of-home-placement or involvement in the juvenile justice system.
6. Student is a parent or an expectant parent.
7. Student has been previously expelled.

#### REFERRAL AND PLACEMENT PROCESS

1. Completion of placement referral form with recommendation of placement from administrator and counselor.
2. Student has been identified through the MTSS process as a candidate for placement.
3. Completion of application by student.
4. Interview with student and parent(s)/guardian(s) at Pathways building.
5. Upon acceptance, students will sign paperwork agreeing to program guidelines and expectations.
6. Acceptance in the Pathways program will not be guaranteed if current capacity at time of application numbers is 10 or more students.

#### NATIONAL HONOR SOCIETY

The National Honor Society chapter of Boone Central School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Requirements

To be eligible for membership the candidate must be a member of the sophomore or junior classes. Candidates must have been in attendance at the school the equivalent of one semester. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 90 percent, B, or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

#### Selection

The selection of each member to the chapter shall be by a majority vote of the Faculty based on outstanding scholarship, character, leadership, and service. A final blind vote will be done based on tallied average scores of the candidates by the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

#### Membership

Membership in local chapters is an honor bestowed upon a student. Once selected, members have the responsibility to continue to demonstrate these qualities. Members will be expected to participate in monthly meetings, as well as engage in community service.

#### Activities

Each chapter shall determine one or more service projects for each year. All members shall regularly participate in these projects. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. Each chapter shall publicize its projects in a positive manner.

### Discipline and Dismissal

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district. Members who resign or are dismissed are never again eligible for membership or its benefits.

### FIELD TRIPS

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

### General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

### Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

### Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

### Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## **STUDENT SUPPORT SERVICES AND PROGRAMS**

The school district is committed to providing a school environment that enhances learning and the development of lifelong learners. School support services are a critical component of creating a positive atmosphere. The following services and programs have been developed to assist students and families with challenges and barriers that may exist.

### SCHOOL MEAL PROGRAM

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age,



or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### Breakfast and Lunch

The school district will make a hot lunch program available to students that is designated to provide adequate nutrition and an educational experience for students. Breakfast will be served daily. Student who qualifies for free or reduced-price lunch also qualify for free or reduced-price breakfast. Meal prices are determined annually.

PK-12 Student Breakfast - \$1.90  
PK-12 Breakfast Seconds - \$1.00  
Adult Breakfast - \$2.75  
Additional Milk - \$0.75

K-4 Lunch - \$3.25  
5 - 12 Lunch - \$3.40  
5 - 12 Lunch Seconds - \$2.00  
Adult Lunch - \$4.60  
Additional Milk - \$0.75

#### Milk Break

The school will offer a milk program to students in grades K-4<sup>th</sup>. All milk served to a student (except the initial carton served with lunch) will cost \$0.75 per half pint. Teachers will record the number of cartons of milk each child consumes and give the information to the office where it will be added to the family account.

#### School Meal Accounts

Student meal accounts, regardless of meal status, are not intended to be used as a charge account. Each family has one account that is linked to all their students. Parents are expected to pre-pay money into their family account to cover the cost of meals and milk. Parents can access their family account information using the WordWare Parent Portal (<https://lobby.wordwareinc.com/>) or by contacting the school directly. Payments can be made within WordWare using the portal with a credit card (3% processing fee added) or by sending a check or cash to school.

Check payments: make checks out to BC Hot Lunch and in the memo write the names of the student(s).

Cash Payments: put cash in a sealed envelope with the student(s) name on it.

\*\*\*All payments must be delivered to the building secretary. Memos on checks and cash envelopes assists in crediting the amount to the correct account. Any checks that do not clear will be noted by the district office, on the second offense you will no longer be able to write a check to Boone Central for the remainder of the school year.

“Low Balance” reminders will be sent out to parents if their account falls below \$20.00 to allow time to deposit additional funds before the account becomes negative. If an account falls below -\$20.00 parents will be notified and students will be asked to bring a sack lunch from home until the negative balances have been taken care of or a payment plan has been arranged. If a parent stops making payments per the agreement, students will be asked to bring a sack lunch until the balance is paid in full.

Meal funds will carry over from month to month. At the end of the school year any balance remaining will carry over into the next school year. If a family is planning to leave the district or any remaining children will be graduating, the District shall return any funds remaining in the meal account. If the remaining fund amount is less than \$10 a donation option will be given to credit the amount to a family in need at the discretion of the primary guardians approval.

Students will not be allowed to purchase seconds or additional a la carte items unless they have a positive lunch balance. A la carte milk is the only exception for students who bring a sack lunch to school if funds are brought to school to cover the cost of the milk (no additional charges will be made to the account).

Negative balances must be paid in full before the end of the school year. Report cards will not be released at the end of the year until accounts are paid in full. Graduating students will not receive their diploma until accounts are paid in full.

Any unpaid meal charges will be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

#### Free or Reduced-Priced School Meals

Boone Central Schools participates in the National School Lunch Program (NSLP) and accepts responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction. The School agrees to:

- Serve meals free to children from families whose income is at or below that established by the NSLP for free meals.
- Serve meals at a reduced price to children from families whose income is at or below that established by the NSLP for reduced meals listed.
- Provide these benefits to any child whose family income falls within the criteria established by the NSLP for free or reduced meals after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household:
  - Unusually high medical expenses
  - Shelter costs in excess of 30 percent of reported income
  - Special education expenses due to the mental or physical condition of a child
  - Disaster or casualty losses
- Provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria established by the NSLP for free or reduced meals.

No child shall be discriminated against because of race, sex, color, or national origin. There will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced-price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced-price meals shall not be required to:

- Work for their meals
- Use a separate lunch room
- Go through a separate serving line

- Enter the lunchroom through a separate entrance
- Eat meals at a different time
- Eat a meal different from the one sold to children paying the full price

A parent may appeal the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or continued eligibility of any child for free or reduced-price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly-announced, simple method for making an oral or written request for a hearing
- An opportunity to be assisted or represented by an attorney or other person
- An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference
- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official

The Superintendent or designee will review applications and make determinations of eligibility. Criteria outlined in this policy will be used to determine which individual children are eligible for free or reduced-price meals.

#### Free or Reduced-Price Eligibility

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

In addition:

- The District will ensure that families can check their meal account balances in a manner other than exclusively online.
- The District will ensure that at least one form of meal account payment is free of charge.
- The District will encourage families to pre-pay without charge for free or reduced-priced meals.
- The District will allow students/families to add funds during the school day.
- Balances will carry over from month to month.
- A family may request that the remaining balance be returned to them at the end of the school year (otherwise funds will carry over into the next school year).
- Funds will be returned to families leaving the school district or if a student graduates.

#### Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or

coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced-price meals.

### SCHOOL WELLNESS PROGRAM

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.

#### Goals for Nutrition Promotion and Education

- The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- The health curriculum will include information on good nutrition and healthy living habits.
- Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- The district will collaborate with public and private entities to promote student wellness.
- Water will be made available to students throughout the school day.

#### Goals for Physical Activity

- The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

#### Goals for Other School-Based Activities Designed to Promote Student Wellness

- The district will participate in state and federal child nutrition programs as appropriate.
- The district will provide professional development, support, and resources for staff about student wellness.
- Students will be provided sufficient time in which to eat school-provided meals.
- The district's lunchrooms will be attractive and well-lighted.
- The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- The district may partner with other individuals or entities in the community to support the implementation of this policy.
- The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- The district will use evidence-based strategies to develop, structure, and support student wellness.

#### Standards and Nutrition Guidelines for all Items Sold on Campus and During the School Day

- The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
  - USDA National School Lunch and School Breakfast nutrition standards.
  - USDA Smart Snacks in School nutrition standards.
- The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

### Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

### Food and Beverage Marketing

Marketing and advertising are only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a scoreboard with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

### Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

### Competitive Foods

(Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.
- Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
  - It shall not be sold in competition with school meals in the food service area during the meal service.
  - It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
  - The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
  - This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

### Triennial Progress Assessment

The school board shall assess and review this policy at least every three years to determine:

- Compliance with this policy;

- How this policy compares to NDE model wellness policies;
- Progress made in attaining the goals of this policy.

The district will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

#### Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings. In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

#### BUS TRANSPORTATION

Bus transportation will be provided to students residing on established routes and to those students entitled to transportation services. Bus stops and routes will be determined based upon efficiency, safety, and applicable local, state, and federal laws and policies. Pick-up and drop-off locations will be pre-determined through communication with the parents/guardians.

Bus Drop-Off: In the event that a bus drop-off location appears to be unsafe, the driver will communicate with school staff to determine a solution. In no event will a driver drop a student off in a location that, in the reasonable judgment of the driver, appears to be unsafe. If a drop-off location appears to be unsafe, students will be returned to the school and parents will be contacted.

Bus transportation forms are available on our [website](#) for those families requesting pick-up or drop-off before and after school. Families will be notified prior to the start of the school year of any changes to transportation.

If students should miss the bus at any time, there will **NOT** be transportation provided by the school. It is the responsibility of the parents to provide transport if a student misses the bus for any reason, including detention or other disciplinary reasons.

#### SPECIAL EDUCATION SERVICES

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying, and serving students who may be entitled to rehabilitation or special education services. The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

#### Full Education Opportunity Goal and Program Options

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;



- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education;
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review and/or offer appropriate course offerings and other educational opportunities;
- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child's IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control.

*Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.*

#### Child Find Process

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

#### Student Assistance Teams

The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

#### Multidisciplinary Evaluation Team

The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria in Rule 51 of the Nebraska Department

of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) if the MDT determines that the student qualifies for special education.

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency. If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

#### Review of Existing Evaluation Data

For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- a student with a disability needs or continues to need special education services; and
- a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

#### IEP Meetings

Each student's IEP team will meet initially to develop the student's IEP within 30 calendar days of the determination that the student qualifies for special education. Thereafter, each IEP team will meet at least once annually to determine whether the annual goals of the student's IEP are being achieved. The student's IEP team will also ensure that the student's IEP is in effect at the beginning of each school year. The school district will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

Pre-Meeting Procedures Staff members may engage in activities such as researching placements and service options, preparing draft IEP documents, writing reports, creating charts, and comparing student makeup of various program settings prior to and in preparation for IEP team meetings. Actual IEP and placement decisions, however, will not be made until concerns and input of parents and other members of the IEP team are received and considered at an IEP meeting. Although staff members may consider possible service and placement options and form opinions about them outside of an IEP meeting, no final decision will be made before full consideration of all data and input from all team members at an IEP team meeting. The school district has no policy of refusing to consider or use any particular service, program, or placement option.

#### Least Restrictive Environment

The school district will assure that, whenever possible, all students with disabilities are educated in the same manner and in the same environment as students without disabilities by using supplementary aids and services. A student with a disability or disabilities will be removed from the regular educational environment and given special services and classes *only* when the nature of the disability does not allow for the satisfactory education of the student in regular classes.

#### Personnel Standards

The school district shall ensure that all personnel are appropriately and adequately trained and prepared to provide special education and related services to children with disabilities as required by law including but not limited to Section 2122 of the Elementary and Secondary Education Act of 1965, Rule 51, and IDEA. The school district shall ensure that its recruits, hires, trains, and retains such personnel by doing the following:

- Advertising for only qualified candidates.
- Verifying that all personnel hold the required certificate, license, registration, or other credentials and training during the interview process or prior to employment.



- Verifying that all personnel maintain the required certificate, license, registration, or other credentials and training during employment.
- Providing continuing education opportunities and training programs.
- Evaluating personnel performance for compliance with federal and state law and regulations and school district standards and policies.

#### SPECIAL EDUCATION TRANSPORTATION SERVICES

Bus transportation shall be provided for students to facilities where they may receive instruction to the extent required by law. The State of Nebraska provides funding for such transportation. Arrangements will be made through the superintendent and administrators in the receiving institution.

Transportation of students who require special education services shall generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education funds.

Transportation of a student to and from a special education support service is a function of that service, and shall be specified in the individual education program. When the IEP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP, the school district will provide one or more of the following transportation arrangements for instructional services or support services:

- Transportation from the student's residence to the location of the special education or care services and back to the student's residence.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education program.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education program.

#### PARENTAL INVOLVEMENT IN EDUCATION PRACTICES

In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

#### Custody and Parental Rights

Disagreements between family members are not the responsibility of the School District. The School District will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the School District to inform and provide the School District the court order allowing such action.

#### TITLE I PARENT AND STUDENT ENGAGEMENT

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

- An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
- An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
- Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. The goal is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or—parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
- Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
- The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

#### TITLE I PROGRAM SCHOOL-PARENT-STUDENT COMPACT

The Compact outlines how parents, staff, and students will share responsibility for improved student academic achievement.

#### School Responsibilities:

The faculty and staff of the District, will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

#### Parent Responsibilities:

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

#### Student Responsibilities:

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

#### MULTICULTURAL EDUCATION

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

#### Philosophy, Mission, and Program Goals

The district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

#### District Guides, Frameworks, or Standards

Appropriate district staff and/or committee(s) will review the district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

### Selecting Appropriate Instructional Materials

Appropriate district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the district's multicultural education program.

### Providing Staff Development

Appropriate district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with district and program goals.

### Periodic Assessment

Appropriate district staff and/or committee(s) will periodically review the district's multicultural education program by reviewing the criteria in this policy to assess whether the district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

### Annual Status Report

The superintendent will provide the board with a report on the status of the district's multicultural education program annually.

## GUIDANCE SERVICES

The classroom teacher is a key figure in the guidance of youth in both the elementary and secondary schools. The counselor and teachers, by pooling their knowledge and resources, accept the students where they are and help them go as far as their potentialities permit. The students are helped to know and develop their abilities and to recognize and accept their limitations, and in this way to better understand themselves. The guidance program includes five (5) basic services:

Inventory Service - Emphasis is placed upon a system of accurate and complete student records that accentuate the uniqueness of the individual students.

Informational Service - Information in the areas of occupational, educational and vocational guidance is made available to teachers, students and parents.

Counseling Service - For an effective program, all students are encouraged to seek individual counseling. Students with needs beyond that of the counseling program are encouraged to seek the services of private counseling.

Placement Service - This service assists students in the selection of appropriate occupations, educational institutions and work experiences.

Follow-up Service - A continuing follow-up of former students through surveys should be pursued in order to evaluate and improve the effectiveness of the school program.

## HEALTH SERVICES

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of

health-related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

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

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

#### School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Blood pressure is only done if requested by family or physician. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1<sup>st</sup>.

#### Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- written request of the student's parent or guardian;
- authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
- receipt of a signed no liability statement from the parent or guardian; and
- development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

#### RETURN TO LEARN PROTOCOL - CONCUSSIONS

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school administration of Boone Central Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

#### What is a concussion?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### Concussion Facts

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### Signs of a Concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### Symptoms of a Concussion:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

### How can a concussion affect schoolwork?

Following a concussion, a student may have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization. In many cases, it is best to reduce the class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

### What can you do?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

### HOMELESS STUDENTS

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### Definitions

School of Origin - shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a

student completes the final grade level served by the school of origin.

Homeless children and youths - shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

- o Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- o Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- o Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- o Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

Unaccompanied youth - shall mean a homeless child or youth not in the physical custody of a parent or guardian.

#### School Selection

Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

#### Enrollment

Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

#### Transportation

If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

- Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
- Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
- In a manner consistent with the Federal Education Rights and Privacy Act.

#### Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

- Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison,



community, and school personnel responsible for education and related services to homeless children and youths;

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
- Ensure that homeless children and youths:
  - Are enrolled in school which includes attending classes and participating fully in school activities;
  - Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus support.
  - Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
- Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
- Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

#### Dispute Resolution

The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

#### Appeals

Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

## **STUDENT RULES AND GENERAL PRACTICES**

The focus of the school system is on the student. The students and their educational development are the central concern of the board of education's policies and the administrative regulations.

The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.



### ACADEMIC INTEGRITY

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty:

- Will receive a zero for the work.
- Will be required to complete the work or another project in place of the work as determined by the teacher. In the event the student completes the replacement work/project at a level meeting minimum performance standard, the teacher will assign the appropriate grade. Credit for the class may be withheld pending successful completion of the replacement work or project.
- Will be reported to the building level principal. The teacher or principal will notify the student's parents or guardian.

Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate and/or attend any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

#### Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

#### Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

#### Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

#### Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### Long-Term Suspension

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

### Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester; or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year; or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person 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. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

#### Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

#### DRESS CODE

Student Appearance: Students at Boone Central Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process 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:



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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

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

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

#### Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student(s) will be confronted and directed to cease.
2. 2nd Offense: Student(s) will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student(s) will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
4. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student(s) could face long-term suspension or expulsion.

#### BUS AND SCHOOL VEHICLE CONDUCT

Students are expected to follow the student conduct rules while riding in any transportation vehicle. Drivers will promptly report all student misconduct to the building principal either orally or written.

Students who violate the Rules of Conduct will be referred to their building principal for discipline. Disciplinary consequences may include verbal warnings, preferential seating, detentions, & suspensions. Parents will be notified either by the bus driver or a school administrator.

**Extreme or repeated violations may result in restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.** Reports of serious misconduct may be forwarded to law enforcement officers.

#### DRIVING AND PARKING PERSONAL VEHICLES

Students who drive privately owned motor vehicles to school must obey the following rules:

- Students may not move their vehicles during the school day without the permission of the building principal or superintendent.
- Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
- By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

#### CLOSED CAMPUS

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

#### STUDENT CELL PHONE AND ELECTRONIC DEVICES

Boone Central Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### Definitions:

“Electronic devices - include, but are not limited to, cell phones, iPods, portable game consoles, cameras, personal tablets or laptop computers, wireless headphones, smart watches, and other electronic or battery powered instruments which transmit voice, image, text, or data from one person to another.

Sexting - means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that: ● Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

- Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### Possession and Use of Electronic Devices

##### Elementary School

- Students are not permitted to possess or use any electronic devices during the scheduled school day. Phone and other electronic devices (smart watches) are not permitted during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.



- Students are permitted to possess and use electronic devices before school hours, and after school hours, provided that the student does not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

#### Middle School

- Students are not permitted to possess or use any electronic devices during the scheduled school day. Phone and other electronic devices (smart watches) are not permitted during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- Students are permitted to possess and use electronic devices before school hours, and after school hours, provided that the student does not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

#### High School

- Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Students possessing a cell phone and/or other unauthorized personal electronic device will be asked to place their device(s) in a specific location (i.e. phone caddy) upon entering the classroom. Cell phones and/or other unauthorized personal devices will remain in this location during class instruction. Students will be allowed to remove their cell phone and/or personal electronic devices from this specified location during class time only when instructed to do so by their teacher at the conclusion of instruction, per teacher directive, or at the end of class.
- Students are permitted to possess and use electronic devices before school hours, during passing periods, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### Prohibited Use of Electronic Devices

Students shall not use electronic devices for:

- activities which disrupt the educational environment;
- illegal activities in violation of state or federal laws or regulations;
- unethical activities, such as cheating on assignments or tests;
- immoral or pornographic activities;
- activities in violation of Board or school policies and procedures relating to student conduct and harassment;
- recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
- “sexting;” or
- activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Cell Phones and other digital imaging and recording devices are strictly prohibited for use in bathrooms and locker rooms.

### Headphones/Wireless Earbuds

Students are not permitted to wear or be in use of headphones or wireless earbuds during class time. Exceptions apply to students who require assistance/use of headphones or wireless earbuds as required in an IEP, Section 504 Accommodation Plan, or a Health Care Plan developed with the student’s parent when the student has a compelling need to have the device. An exception will also be granted to use these during class time when specifically approved by the teacher or a school administrator should there be a need to utilize these devices for instructional purposes (i.e. video learning, video conferencing, etc.).

Students are permitted to use headphones or wireless earbuds before school, during passing times, at lunch, and after school hours. Administrators have the discretion to prohibit student possession or use of headphones or wireless earbuds on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

### Disposition of Confiscated Electronic Devices

Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way. Students will be asked to turn off the electronic device prior to confiscation before the electronic device is taken to the appropriate school office.

### First Violation

Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device at the end of school day.

### Second Violation

Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

### Third Violation

Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. Students having a third violation of this cell phone policy will have to check their device in to the school office at the beginning of each school day and pick up the device at the end of the school day or prior to the end of their time at the school for that day.

### Reset of Offenses

Student violation of this cell phone policy will reset at each semester. Any violations up to three for which consequences are applied will be reset to zero at the start of each semester. No violations will carry over unless deemed necessary by administration, law enforcement, or any other appropriate entity.

### Possession of a "sexting" Message

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

### Reporting to Law Enforcement

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

### Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

## RECORDING OF OTHERS

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

### Recordings Made by The District

The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

### Classroom Recordings by Staff

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

### Prohibited Recordings by Students

Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

### Permitted Classroom Recordings by Students

Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

### Permitted Non-classroom Recordings

Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

## STUDENT COMPUTER AND INTERNET USE

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

### Acceptable Use

- Students may use the Internet to conduct research assigned by teachers.
- Students may use the Internet to conduct research for classroom projects.
- Students may use the Internet to gain access to information about current events.
- Students may use the Internet to conduct research for school-related activities.
- Students may use the Internet for appropriate educational purposes.

### Unacceptable Use

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

- Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
- Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take-home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not forge electronic mail messages or web pages.

#### Methods of Enforcement

- The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

#### Consequences for Violation of this Policy

Any violation of school policy and rules may result in:

- Loss of computer privileges;
- Short-term suspension;
- Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- Other discipline as school administration and the school board deem appropriate.
- Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

#### Children's Internet Protection Act and Children's Online Privacy Protection Act

It is the policy of Boone Central Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

- prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- prevent unauthorized access, including so-called “hacking,” and other unlawful activities online;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- obtain verifiable parental consent before allowing third parties to collect personal information online from students; and
- implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

### Definitions

Key terms are as defined in CIPA.

Inappropriate material - for purposes of this policy includes material that is obscene, child pornography, or harmful to minors.

Harmful to minors - means any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Social Networking

Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The administration shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.



## COPYRIGHT COMPLIANCE

Copyrighted works such as print, audio, video, software, applications, and other documents or media (“works”) may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder.

The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only as long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

### Removal of Unauthorized Copyrighted Works

Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district’s paper or digital files or programs. This includes but is not limited to administrators accessing files and equipment for the purpose of physically removing curricular materials.

The administration may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

### Violations by Students

Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

## STUDENT BULLYING

### Definition of Bullying

Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

### Bullying Prohibited

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform (SafeSchools Alert) to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

### Disciplinary Consequences

The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored

activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

#### Bullying Based on Protected Class Status

Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's anti discrimination policies.

#### Support for Students Who Have Experienced Bullying

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

#### Bullying Prevention and Education

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

### INITIATIONS AND HAZING

Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity.

Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

#### Secret Organizations

It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.



### Outside Organizations

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students who disfigure property, break or damage school property or equipment may be required to pay for the damages or replacement costs. School issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they receive school publications and final grades.

Book fines:

- Lost book – full cost to replace
- Missing one or both covers – full cost to replace
- Loose cover - \$1.00
- Missing page(s) - \$0.50 per page up to the full cost of replacement
- Torn page(s) - \$0.20 per page up to the full cost of replacement
- Marks that cannot be erased - \$0.20 per page up to the full cost of replacement

### STUDENT LOCKERS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to the principal if they choose to use a key lock.

Students are expected to bring all books and necessary materials to class. Backpacks and bookbags are to be kept in student lockers.

Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### PERSONAL PROPERTY

Students, not the school, are responsible for their personal property. The school is not in a position to guarantee that personal property will not be subject to loss, theft, or damage when brought to the school.

### WEAPONS AND FIREARMS

#### Weapons

No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

***Definition of Weapon.*** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used. (i.e. Mace/Pepper Spray, Bear Spray, etc.)

#### Firearms

No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

#### Exceptions Regarding Firearms

The prohibition against firearms does not apply to:

- The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
- Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
- Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
- Firearms contained within a private vehicle operated by a non student adult that are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle; or
- A handgun carried as a concealed handgun by a non student adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

**Definition of Encased.** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

#### Exceptions for Students

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

#### Consequences - Firearm

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

#### Consequences – Weapon

State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms

Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities

All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

TOBACCO USE

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products and devices, electronic nicotine delivery system, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

LICE AND NITS

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student’s parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

RESOLUTION OF ISSUES – CHAIN OF COMMAND

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command:

<b>Student Discipline</b>	1. Classroom Teacher 2. Principal 3. Superintendent	<b>Policy or Handbook</b>	1. Principal 2. Superintendent
<b>Instruction and Curriculum</b>	1. Teacher 2. Principal 3. Superintendent	<b>Athletics and Activities</b>	1. Coach or Sponsor 2. Activities Director 3. Principal 4. Superintendent
<b>Transportation</b>	1. Bus Driver 2. Transportation Supervisor 3. Principal 4. Superintendent	<b>Personnel</b>	1. Employee in Question 2. Principal 3. Superintendent

<b>Facilities, Grounds, or Maintenance</b>	<ol style="list-style-type: none"> <li>1. Custodial Staff</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>
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If any matter or if other questions arise, the matter should be referred to the Principal in the absence of the superintendent. The Principal will either address the matter or assign it to another individual for resolution, as he or she deems appropriate. Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command.

This policy does not supersede any individual’s right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution.

## **STUDENT RIGHTS AND NOTICES**

Boone Central Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Boone Central Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others: Damon McDonald, Superintendent, 605 S. 6<sup>th</sup> Street, Albion, NE 68620  
Phone: (402) 395-2134 Email: [dmcdonald@boonecentral.esu7.org](mailto:dmcdonald@boonecentral.esu7.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **ANTI-DISCRIMINATION - PROHIBITED HARASSMENT AND DISCRIMINATION**

Unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Boone Central Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic material,
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- Unwelcome sexual advances or propositions,
- Requests or pressure for sexual favors,
- Comments about an individual's body, sexual activity, or sexual attractiveness,
- Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

#### ADA AND SECTION 504 - STUDENTS WITH DISABILITIES

Boone Central Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

#### ADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

#### TITLE IX PROHIBITING SEX DISCRIMINATION

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### 1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex

discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

The Superintendent has been designated and authorized as the Title IX Coordinator. Reports and inquiries concerning sex discrimination should be communicated to Damon McDonald, Interim Superintendent, in writing at 605 S 6<sup>th</sup> St, Albion, Nebraska, via email at [dmcDonald@boonecentral.esu7.org](mailto:dmcDonald@boonecentral.esu7.org) or via phone at (402) 395-2134.

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:



- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
  - 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
    - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
    - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
  - 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
    - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
    - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—



- 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - 2.6.4.2.1. The length of the relationship.
  - 2.6.4.2.2. The type of relationship.
  - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - 2.6.6.1. fear for his or her safety or the safety of others; or
  - 2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 1004.

#### 4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that

the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## 5. **Grievance Process for Formal Complaints of Sexual Harassment.**

### 5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators,

investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
  - 5.1.4.2.2. The scope of the district's education program or activity;
  - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
  - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
  - 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
  - 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - 5.7.2.3. Findings of fact supporting the determination;
  - 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
  - 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the



district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.9.1. Provides to the parties a written notice disclosing:
  - 5.9.1.1. The allegations;
  - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

- 5.10.1. The district will maintain for a period of seven years records of:
  - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - 5.10.1.2. Any appeal and the result therefrom;
  - 5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

#### COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

#### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

Determine whether the complainant has discussed the matter with the staff member involved.

If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

Strongly encourage the complainant to reduce his or her concerns to writing.

Interview the complainant to determine:

All relevant details of the complaint;

All witnesses and documents which the complainant believes support the complaint;

The action or solution which the complainant seeks.

Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

This appeal must be in writing.

This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

This appeal must be in writing.

This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

There is no appeal from a decision of the board.

When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

Determine whether the complainant has discussed the matter with the superintendent.

If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

Strongly encourage the complainant to reduce his or her concerns to writing.

Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
11. Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

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

#### Notice Concerning Designation of Law Enforcement Unit

The District designates the Albion Police Department as the District's "law enforcement unit" for purposes of:

- enforcing any and all federal, state or local law,
- maintaining the physical security and safety of the schools in the District, and
- maintaining safe and drug free schools.

## PROTECTION OF STUDENT RIGHTS

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

### Right of Parents to Inspect Surveys Funded/Administered by the U.S. Department of Education or Third Parties

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

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

The District will require, for any survey of students which contain one or more matters deemed to be sensitive that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student).

### Right of parents to inspect instructional materials

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials.

In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

### Rights of parents to be notified of and to opt-out of certain physical examinations or screenings

The general policy and practice of the district is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions:

- Hearing, vision, or scoliosis screenings;
- Physical examinations or screenings that are permitted or required by an applicable state law; and
- Surveys administered to students in accordance with the individuals with disabilities education act.

### Protection of student privacy in regard to personal information collected from students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including:

- a student or parent's first and last name,
- home address and telephone number,
- social security number.

The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

- college or postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by student of products or services to raise funds for school-related or education-related activities;
- student recognition programs.

#### Parent access to instruments used in the collection of personal information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students.

In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (note: the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
- Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (note: the general practice of the district is to not engage in physical examinations or screenings which require advance

notice, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable state law, and (3) surveys administered to students in accordance with the individuals with disabilities education act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's parent;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom the student has close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Religious practices, affiliations, or beliefs of the students or the student's parent;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

#### VIDEO SURVEILLANCE

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

Viewing Monitors and Video Recordings. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are:

- school administrators
- school staff members with a direct involvement with the recorded contents of the specific video recording
- and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

Video Recordings as Education Records. Video recordings which are considered to be “education records” within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student’s parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent’s written consent unless a FERPA exception exists.

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both set of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents, without the written consent of the other student’s parent.

Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.

Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the intended purposes, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

#### SEARCHES OF SCHOOL PROPERTY

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

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

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

#### USE OF DRUG DETECTION DOGS

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use drug detection dogs according to the protocol set forth in this policy.



### Protocol for Use of Drug Detection Dogs

- 1.** The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained drug dogs to conduct an inspection.
- 2.** The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a drug dog or dogs. The administration shall require an assurance from the provider that any drug dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a drug dog to sniff any person.
- 3.** The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
- 4.** If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
- 5.** During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
- 6.** After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
- 7.** If the drug dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the drug dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
- 8.** Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
- 9.** At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

### Notice to Students

- Lockers may be sniffed by drug dogs at any time.
- Vehicles parked on school property may be sniffed by drug dogs at any time.
- Classrooms and other common areas may be sniffed by drug dogs at any time students and staff are not present.
- If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.



### ROUTINE DIRECTORY INFORMATION

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

### DATING VIOLENCE

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

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

### PREGNANT AND PARENTING STUDENTS

Boone Central Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Students who are pregnant or parenting are encouraged to continue participating in the district’s educational and extracurricular programs.

#### Accommodations Regarding Attendance and Participation

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan will include:

- The provision of online courses if the student cannot regularly attend classes;
- The arrangement of meeting times with teachers;
- The identification of child care providers that meet statutory requirements for quality and care if the student has not identified appropriate child care; and
- All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, which will include, but not be limited to, the modification of attendance policies.

#### Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student’s parents or guardians, and student if appropriate will collaborate with the student’s educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

#### Accommodations Regarding Lactation and Breastfeeding

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student’s needs while facilitating education to the maximum extent possible.

The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student’s participation in class or activities.

## Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

## STUDENT FEES

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

## Definitions

Students - means students, their parents, guardians or other legal representatives.

Extracurricular activities - means student activities or organizations that:

- are supervised or administered by the district;
- do not count toward graduation or advancement between grades; and
- are not otherwise required by the district.

Post-secondary education costs - means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

## Listing of Fees Charged by this District

### 1. **Guidelines for Clothing Required for Specified Courses and Activities**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

### 2. **Safety Equipment and Attire**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

### 3. **Personal or Consumable Items**

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district.

The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

### 4. **Materials Required for Curricular-Related Courses**

Students choosing to enroll or participate in elective curricular-related courses may, at times, be responsible for materials, supplies, and/or equipment beyond the basics provided by the school district.

<b>CURRICULAR-BASED ACTIVITIES</b>	<b>DESCRIPTION</b>	<b>MATERIALS, ETC.</b>
<b>Physical Education Classes</b>	Elem., MS, and HS	Tennis shoes and socks
<b>Art Classes</b>	District	Old t-shirt
<b>Class Trips</b>	Field Trips	Cost of school sponsored, class-related field trips will be paid by the school. Parents are encouraged, but not required to, assist with the cost of field trips up to \$5.00 per student. Meals on field trips will be at the expense of the student. School will provide lunch as needed for free/reduced lunch eligible students.
	Other Trips	The maximum costs of such trips will be \$2,000/student.
<b>Industrial Technology Classes</b>	High School	Fees assessed by project chosen
<b>Advanced Math Courses</b>	MS and HS	Students are encouraged, but not required to purchase a scientific calculator for their personal use
<b>College Entrance Tests</b>	High School	Costs of college entrance tests beyond those covered by the school district are optional and to be paid directly by the students to the companies involved
<b>Class Dues</b>	MS and HS	Each of the classes (7 <sup>th</sup> thru 12 <sup>th</sup> ) may assess its members an amount not to exceed \$50/annually. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to activities and events supported by the class dues.
<b>Senior Recognition/Graduation</b>	High School	Participation is not required in order for students to receive their high school diploma. Students choosing to participate will be required to pay the cost of the items involved in the graduation ceremony and attendance class activities.

<b>Band</b>	MS and HS	Students may rent school district owned instruments depending on availability. Rental fee = \$50/semester/instrument.
	Instrument Rental	The school district may, at times, have musical instruments available for students to rent. Rental fee = \$50/semester/instrument.
	Pep/Marching Band	Band students are responsible for supplying Instruments, materials, and accessories. Pep Band Jersey - \$38 required if jersey is personalized. Students will be supplied a marching band uniform, but are responsible for the cost of shoes and annual uniform cleaning. \$15 uniform cleaning fee. \$22 Shoes (new), \$5 (used)

5. **Extracurricular Activities**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities' fees and the specifications for any equipment or attire required for participation in extracurricular activities:

<b>EXTRACURRICULAR ACTIVITY</b>	<b>DESCRIPTION OF FEES:</b>	<b>FEE NOT TO EXCEED</b>
<b>Student Participation Fee/Activity Ticket</b>	Required of all students who participate in NSAA activities. Students receive admission passes to local/non-district extracurricular events.	\$40
<b>Family Activity Pass</b>	Families are able to purchase a pass to cover their entire immediate family rather than to buy individual passes for each family member. These passes do not include district or state activities. Fall and Winter Family Passes include all fall varsity, jv, freshman, and middle school contests during those seasons. All Season Family Passes can also be purchased. A Middle School Family Pass for all Fall, Winter, and Spring contests is also available. These passes can be used for activities hosted at Boone Central.	FALL FAMILY PASS: \$100.00 WINTER FAMILY PASS: \$125.00 FAMILY ALL YEAR PASS: \$200.00

	All Boone Central School employees will receive a family pass at no cost.	MIDDLE SCHOOL FAMILY PASS: \$40.00
<b>Activity Admission Pass</b>	Available to students for admission to activities hosted by the school.	\$40
<b>Activity Admission Fees</b>	Admission charged to patrons choosing to attend an athletic event. Tournaments subject to normal pricing.	<u>Varsity</u> Adult \$6 Student \$4  <u>Non-varsity</u> Adults \$3 Students \$2
<b>Athletic Physicals</b>	Required physicals for participation in athletics.	Cost determined by health clinic/physician
<b>Athletics and Activities</b>	Golf – Team Polo (Bag, clubs, and shoes to be provided by student)	Not to Exceed \$100
	Softball – Glove, team shirt, and jacket (Shoes and undergarments provided by student)	Not to Exceed \$150
	Volleyball – Team Shirt (Knee pads, shoes and undergarments provided by student)	Not to Exceed \$25
	Football – Team Shirt (Shoes and undergarments provided by student) Students have option to purchase jersey with name for \$140.	Not to Exceed \$25
	Cross Country – Team Shirt (Shoes and undergarments provided by student)	Not to Exceed \$25
	Basketball – Team Shirt (Shoes and undergarments provided by student)	Not to Exceed \$25
	Wrestling – Team Shirt (Shoes and undergarments provided by student)	Not to Exceed \$25
	Track – Team Shirt (Shoes and undergarments provided by student)	Not to Exceed \$25

	Cheer – Shoes, approved uniforms (top, skirt, jacket), poms, accessories	Not to Exceed \$1,200
	Dance - Shoes, approved uniforms (top, skirt, jacket), poms, accessories	Not to Exceed \$900
	Bowling – Team Polo (Bag, clubs, and shoes to be provided by student)	Not to Exceed \$100
<b>Travel Meals</b>	Students are responsible for their own meals while traveling. District will pay for meals for district and state qualifiers.	
<b>Camps and Clinics</b>	Students are responsible for the cost of all clinics, camps and conditioning programs.	
<b>Athletic Clubs</b>	BC Club Annual dues	Not to Exceed \$50/club
<b>FBLA</b>	Annual Dues and T-Shirts	Not to Exceed \$50
	State and National Travel and Fees	Not to Exceed \$2,000
<b>CentraCard</b>	Dues and Fees	Not to Exceed \$25
<b>Art Club</b>	Dues and Fees	Not to Exceed \$25
<b>FFA</b>	Annual Dues, Shirts, FFA Jackets	Not to Exceed \$200
	State and National Travel and Fees	Not to Exceed \$2,000
<b>FCCLA</b>	Meals, activities, dues, shirts	Not to Exceed \$50



	State and National Travel and Fees	Not to Exceed \$2,000
<b>Quiz Bowl</b>	Dues and Fees	Not to Exceed \$25
<b>Science Club</b>	Dues and Fees	Not to Exceed \$25
<b>SADD</b>	Fees, dues, shirts	Not to Exceed \$50
<b>Spanish Club</b>	Dues and fees, shirts, meals, activities	Not to Exceed \$50
<b>Student Council</b>	Dues and fees, shirts, meals, activities	Not to Exceed \$50
<b>Musical</b>	Shirts (Equipment and costumes will be provided by the district)	Not to Exceed \$25
<b>Choir</b>	Shirts and Dues	Not to Exceed \$25

**Note from the District Office:** When writing checks for activities please be aware that all checks will be received and processed in a timely manner. If you have not seen your check clear, please reach out to the sponsor of the activity or the District Office 402-395-2134. Any checks that do not clear at the time of deposit, will be noted by the district office, on the second offense you will no longer be able to write a check to Boone Central for the remainder of the school year.

**6. Post-Secondary Education Costs**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary

education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

**7. Transportation Cost**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

**8. Copies of Student Files or Records**

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

**9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district may charge fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. Fees for participation in the Cardinal Kids Club will be determined by the administration on an annual basis.

**10. Participation in Summer School or Night School**

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

SUMMER SCHOOL	DESCRIPTION OF FEES:	FEE - NOT TO EXCEED
Summer School	Classes offered outside of the regular school day/year	\$50
Credit Recovery Courses	Student required or offered to attend class outside regular school day for the purpose of credit recovery	\$50/Course

**11. Charges for Food Consumed by Students**

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

i.

MEAL PRICES	DESCRIPTION	COST
Breakfast Program	Preschool – 12 <sup>th</sup>	\$1.90
	Breakfast Seconds	\$1.00
	Adult Breakfast	\$2.75
	Additional Milk	\$0.75

<b>Lunch Program</b>	Kindergarten – 4	\$3.25
	5 - 12	\$3.40
	5 – 12 Lunch Seconds	\$2.00
	Adult Lunch	\$4.60
	Additional Milk	\$0.75

Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

Determine whether the complainant has discussed the matter with the staff member involved.

If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

Strongly encourage the complainant to reduce his or her concerns to writing.

Interview the complainant to determine:

- All relevant details of the complaint;
- All witnesses and documents which the complainant believes support the complaint;
- The action or solution which the complainant seeks.
- Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent. This appeal must be in writing.

This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board. This appeal must be in writing. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal. There is no appeal from a decision of the board.

When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- Determine whether the complainant has discussed the matter with the superintendent.
- If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
- If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- Strongly encourage the complainant to reduce his or her concerns to writing.
- Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

#### **No Retaliation**

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

#### **Special Rules Regarding Educational Services and Related Services to Students with Disabilities**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

#### **Bad Faith or Serial Filings**

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be

dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### GRIEVANCE PROCEDURES

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

#### Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be

designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- Providing the parties with the opportunity to present witnesses and provide evidence.
- An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- For allegations involving harassment, some of the factors the District will consider include:
  - the nature of the conduct and whether the conduct was unwelcome,
  - the surrounding circumstances, expectations, and relationships,
  - the degree to which the conduct affected one or more students' education,
  - the type, frequency, and duration of the conduct,
  - the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment,
  - the number of individuals involved,
  - the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment,
  - the location of the incidents and the context in which they occurred,
  - the totality of the circumstances, and 10) other relevant evidence.
- A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A summary of the facts,
- An analysis of the appropriate legal standards applied to the specific facts,
- Findings regarding whether discrimination occurred, and
- If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within ten (10) working days after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time or transferred to other classes.

#### Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at



the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

### Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

### Remedies

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition, the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- Providing an escort to ensure the complainant can move safely between classes and activities.
- Ensuring the complainant and alleged harasser do not attend the same classes.
- Moving the alleged harasser to another school or work area within the District.
- Providing counseling services or reimbursement, if appropriate.
- Providing medical services or reimbursement, if appropriate.
- Providing academic support services, such as tutoring.
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.

- Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - Know the school's prohibition against discrimination, harassment, and retaliation.
  - Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - Understand how and to whom to report any incidents of discrimination.
  - Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

#### Confidentiality

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

#### Training

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific

examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

- The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- Identification of the District's designated compliance coordinators and their job responsibilities.
- Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

## **EXTRACURRICULAR ACTIVITIES**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Boone Central Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration 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 upon all applicable school district policies, and state and federal statutes and regulations.

GENERAL PURPOSE STATEMENT

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school’s program of education 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 value 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, skills, and emotional patterns that they possess, thereby making them better individuals and citizens.

EXTRACURRICULAR ACTIVITIES AND PARTICIPANTS

The Extracurricular Activities section of the Student/Parent handbook applies to any activity that meets the guidelines of an extracurricular activity. Extracurricular activities are defined as student activities or organizations that are supervised or administered by the school district and which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

Extracurricular activities include but are not limited to:

**SCHOOL SPONSORED ACTIVITIES**

Art Club	Band	BC Club	Book Club	CentraCard
Entrepreneurship	FBLA	FFA	FCCLA	
Math Counts	Chorus	Musical	NHS	Prom/Color Day
SADD	Skills USA	Spanish Club	Student Council	Teammates

**NSAA ACTIVITIES BY SEASON**

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>Boys</b>	Cross Country, Football Play Production	Basketball, Bowling, Speech Wrestling	Golf, Track, Instrumental Music, Vocal Music
<b>Girls</b>	Cross-Country, Golf, Play Production, Softball, Volleyball	Basketball, Bowling, Speech, Boys Wrestling, Girls Wrestling	Track, Instrumental Music, Vocal Music

## EXTRACURRICULAR ACTIVITY 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. Participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

### Activities and Participants Subject to the Code of Conduct

The Code of Conduct applies to all extracurricular activities and participants as described above.

### Code of Conduct

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:

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
- 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.
- 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.
- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
- 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.
- Selling, using, possessing or dispensing alcohol, tobacco, vapor products & devices (such as e-cigarettes, vapes, vape pens, vaping devices and paraphernalia etc), alternative nicotine products (gum, patches, etc.), narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
- Public indecency.
- 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.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
- Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
- Repeated violation of any of the school rules.

- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- 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.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for those students riding Boone Central School buses or vehicles used for activity purposes.
- Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
- Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
- 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.
- All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
- Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

### Definitions

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:

- 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
- 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.

### Season, School-Year Time Frame, and Location Subject to the Code of Conduct

The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and



extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply to extracurricular activities that are held outside of the school year or NSAA season. (Example: FBLA or FCCLA Conference Events held in June or July). This applies to students who are participating or scheduled to participate. Therefore, if a student is scheduled to participate in the FBLA conference held during the summer 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.

The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further 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.

#### Determining a Violation Has Occurred

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

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

#### Violation Exceptions

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).

#### Self-Reporting

A student who violates the Code of Conduct must self-report. The self-report must be made to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report.

The self-report must be made the earlier of:

1. before the end of the next school day after the conduct occurred and
2. before participation in an extracurricular or co-curricular activity.

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



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

#### Procedures for Extracurricular Discipline

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

1. Investigation - The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting - Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter - Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent - The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

- iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty - There will be no stay of the penalty imposed pending completion of the due process procedures.
  6. Opportunity for Informal Resolution - These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

#### Consequences for Violating the Code of Conduct

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.

#### Consequences for Drug and Alcohol Violations

Consequences specific to drug and alcohol violations are outlined within the *Extracurricular Drug Testing Program* below.

#### When Suspensions Begin

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student. Students cannot join a group that is in the middle of a season or does not have open enrollment throughout the school year.

#### Letters and Post-Season Honors

A student who commits a Code of Conduct violation is:

- Eligible to letter, provided the student meets the criteria of the coach or sponsor.
- Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

#### EXTRACURRICULAR DRUG TESTING PROGRAM

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

### Purpose of Random Drug Testing

- The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- The school district seeks to provide safe, drug-free schools.
- The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

### Drug Testing Coordinator

The Drug Testing Coordinator shall be the Secondary Principal or his/her designee unless otherwise indicated.

### Extracurricular Activities

This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Football, Volleyball, Softball, Golf, Cross Country, Basketball, Wrestling, Track, Band, Choir, Cheerleading, Dance, One Act, School Musical/Play, Speech, FBLA, FCCLA, FFA, Quiz Bowl, National Honor Society, Student Council, Color Day/Homecoming, Prom and any other activity not specifically mentioned and governed under the guidelines set by the NSAA.

### Students Who Are Required to Submit to Drug Testing

All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.

### Consent

A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

### Participant

Any student who participates in any extra-curricular activity shall be included in the participant pool. A participant shall enter the participant pool upon signing and returning the *Consent to Perform Random Drug Testing Form* to the high school principal. This shall be done at student registration prior to the beginning of the school year.

During the school year, a student may enter the participant pool by signing and returning the *Consent to Perform Random Drug Testing Form* to the high school principal. The student will not be eligible to participate in extracurricular activities for 30 calendar days after returning the form. In special cases, the student may participate prior to 30 calendar days at the discretion of the administration.

Students are subject to random testing at any time during the school year.

### Withdrawal

Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a *Withdrawal of Student from Activity* form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year.

A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for the remainder of the school year.

### Drugs

Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:

- Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq.
- Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

### Testing Procedures

1. **Student Selection** - All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA).
2. **Parental Request** - Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
3. **Type of Test** - The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
4. **Collection Site** - The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
5. **Collection Procedures** - The school board will select a Drug Program Administrator (DPA). The DPA or school administration shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
6. **Drugs** - Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, K-2, methamphetamines, marijuana, opiates, phencyclidine.
7. **Results**
  - a. The DPA shall notify the student and the Drug Testing Coordinator of any non-negative test after the initial screening.
  - b. The Drug Testing Coordinator shall notify the student's parents.
  - c. The DPA will use a secure method to transmit all non-negative test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use.

- d. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student.
- e. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

**8. Request for a Retest** - A positive test will be saved by the MRO, with the exception of alcohol testing. A positive alcohol, when using UA/Saliva test, will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

#### Negative Tests

Students and their parents will receive verbal or written notice when the student's test result is negative.

#### Positive Tests

Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district.

#### Refusal to Test

A student who refuses to submit to a drug test authorized under this policy or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

#### Tampering

Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days. The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in the *Consequences for Testing Positive* section of this policy.

#### Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

### Appeal

A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

### Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

## CONSEQUENCES FOR DRUGS, ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES (VAPOR PRODUCTS/DEVICES, ETC.)

### Consequences

The consequences outlined below apply to drug, alcohol, tobacco, and controlled substances (vapor products/devices, etc.) violations included in the Extracurricular Activities Code of Conduct and for positive drug test results. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. These consequences apply to violations of the code of conduct and are pertinent to situations as applied to students involved in incidents or during drug testing events.

#### **1. First Violation of Drugs, Alcohol, Tobacco, Controlled Substances(vapor products/devices etc.):**

- After confirmation, the student shall lose eligibility to participate in home and away school activities for 30 school days but may attend with the team at the coach's/sponsor's discretion. For reinstatement into extracurricular activities, the student is required to complete INSIGHT prior to the end of the suspension.
- Self Report- before the end of the next school day after the conduct occurred or before participation in an extracurricular or co-curricular activity.
- By self reporting and successful completion of INSIGHT before the first 20 days, the suspension shall be reduced to a 20 school day suspension versus 30 school days.
- The athlete/participant will be required to attend all practices, but will not be allowed to suit up for games or sit on the bench. It is at the coach's discretion whether or not they travel with the team for road games.
- Activity suspension not completed during a school year will carry over beginning the first day of the next school year. Example: A 30 school day suspension imposed with 10 school days remaining in the spring would continue again on the first day of the next school year with 20 school days remaining in the ineligibility.

#### **2. Second Violation of Drugs, Alcohol, Tobacco, Controlled Substances(vapor products/devices etc.):**

- After confirmation, the student shall lose eligibility to participate in home and away school activities for 60 school days but may attend with the team at the coach's/sponsor's discretion. For reinstatement, the student must show successful completion of an approved drug/alcohol assessment program, at the parent's, guardian's or student's expense.

### **3. Third and Subsequent Violation of Drugs, Alcohol, Tobacco, Controlled Substances(vapor products/devices etc.):**

- Athletes/participants will be suspended from all extra-curricular activities for one (1) full year starting from the time of the third violation and ending on the corresponding date one (1) year later.
- In addition: it is a privilege and not a right to participate in extracurricular activities. Students may also be suspended from these activities for other criminal offenses and/or behavior deemed inappropriate by administration.

#### **Additional Points of Note:**

- Activity suspension not completed during a school year will carry over beginning the first day of the next school year. Example: A 30 school day suspension imposed with 10 school days remaining in the spring would continue again on the first day of the next school year with 20 school days remaining in the ineligibility.
- Activity suspension is based on school days and covers any event(s) which occur during the time of suspension including weekends and breaks during the school year. Students who are in violation of the Substance Abuse Policy of Boone Central Schools will miss the appropriate number of calendar days based on the level of offense and miss a minimum of two public performances. Public performances are defined as any competition or performance where the public is invited to attend for purposes of viewing a qualifying extracurricular activity. Practices, meetings, and scrimmages are excluded from counting as qualifying events. All applicable qualifying events must already be scheduled/on the calendar.
- If in between seasons or activities for that student, the student must also miss two public performances of the next activity in which they would normally participate. This may carry over to the following school year.
- Should a violation of this policy occur outside the school year, a parent may, upon request, have the suspension enforced at the start of the next school year by contacting the Principal. In addition, an admission from a parent, for their child, may be used at any time.

#### **NUTRITIONAL SUPPLEMENTS**

The students of the Boone Central School District are encouraged to maintain a healthy diet, lifestyle and exercise regimen in order to optimize performance in the classroom, activities and athletics. The use of illegal performance enhancing substances such as anabolic steroids, diuretics, HGH, etc. is prohibited. The number of types of nutritional supplements that are available over the counter continue to increase. They are marketed for the purpose of enhancing athletic performance.

The studies of their long-term effects are incomplete and they may be detrimental to the health and performance of young student-athletes. They potentially can be dangerous when used inappropriately. We urge parents to become informed about the issues surrounding supplement use and to be proactive in discussing supplement use with their children and confer with a licensed doctor.

Students are not permitted to have, use or mix any supplements during the school day or activities. All nutritional supplements need to remain off school grounds due to the school not being able to monitor what or the amount students are taking. The school day is defined as the time students arrive at school to when they leave school after classes, or completion of activity practice or contests including bus rides.

Energy bars, calorie replacement drinks (Ensure, Booster, Carnation Instant Breakfast, etc.) and Electrolyte Replacement Drinks (Gatorade, Powerade, etc.) are permissible.



### Consequences for Violations

1. First violation: Consequences at a minimum shall include a relinquishment of the supplement container and other supporting materials to the school administration and a conference between the student and his/her parent/guardian will be contacted. The supplement container and other materials shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the supplement container and materials at the end of the day.
2. Second Violation: Consequences at a minimum shall include a relinquishment of the supplement container and other supporting materials to the school administration and a conference between the student and his/her parent/guardian and the school principal. The supplement container and other materials shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the supplement container and materials.
3. Third Violation: Consequences at a minimum shall include a relinquishment of the supplement container and other supporting materials to the school administration and a conference between the student and his/her parent/guardian and the school principal. In addition, the student shall serve a detention after school that day or the next day. The supplement container and other materials shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the supplement container and materials.

Responsibility for Nutritional Supplements. Students or their parents/guardians are expected to claim a confiscated supplement and other supporting materials within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed supplements. Unclaimed supplements will be disposed of at the end of each semester. The District is not responsible for the security and safekeeping of students' supplements and is not financially responsible for any damage, destruction, or loss of nutritional supplements and supporting materials.

### ACADEMIC STANDARDS

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

#### NSAA Scholastic Requirements

- Be enrolled in at least 20 credit hours in the semester of participation.
- High School—Student must be in good standing on the weekly eligibility list (failing in no more than one.)
- Middle School—Student must be in good standing on the weekly eligibility list (failing in no more than one.)
- Student must comply with provisions of the Extracurricular Drug Testing Program (Signed statements required before participation)
- Student must hold an activity ticket in order to compete in any sport or activity receiving revenue from ticket sales.
- Student must be present in school for the entire day of an activity in order to participate in a contest or practice after school. Any exception must be cleared through the principal.
- Student must maintain standards of conduct, performance, and citizenship as required by individual coaches/sponsors.
- Some organizations have specific constitutions/guidelines that are unique to the organizations. Compliance with these individual standards is required by the specific organizations.

- Physicals, parental permission and proof of insurance are required of all athletes prior to the first practice.
- Any student who is suspended or expelled may not participate in any activities during the suspension or expulsion.

### Eligibility

A list of students failing is prepared from reports submitted by teachers each Thursday @ 10:00 am. Eligibility lists are prepared weekly except for the first week of a new quarter. Students are ineligible for activity participation or going with the team or group if it leaves prior to the end of the school day (excluding graded activities), the following week if they are failing more than one class. Eligibility weeks begin on Sunday and end on Saturday. Reports of pupil progress, either failing or about to fail, are home to parents/guardians from the school each week grade reports are ran.

### NEBRASKA STATE ACTIVITY ASSOCIATION (NSAA) RULES

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>.

A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. In the immediately preceding semester, the student must have been enrolled in and received credit for twenty hours of credit that have been reviewed and approved by the school he/she wishes to represent in interscholastic competition.
7. Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to

attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

9. Student eligibility related to domicile can be attained in the following manners:
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2024-25 school year prior to May 1, 2024; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2024. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2024, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

## SPORTSMANSHIP

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

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

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

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

The Boone Central Board of Education recognizes the value of extracurricular activities in the educational process, the values that many students may develop when they have an opportunity to participate in organized activities outside of the traditional classroom.

Student participants and district appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanship like behavior, exhibiting ethical conduct, and demonstrating integrity. The Board of Education of School District 1, Boone Central further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Any spectator, including adults, who behaves in a manner that is not consistent with school district expectations and this policy, may be removed from the event by security personnel, school officials, or by the individual in charge of the event. In addition, the individual may be denied admittance to future school events, or activities for a specified period of time. School officials shall send a notice of exclusion from future extracurricular activities to the spectator involved. Such notice is to be provided from the activities director and/or the respective building principal. Due process shall be provided in accordance with school district policies and shall include the opportunity for a hearing with school officials. In the event the spectator removed or denied future admittance is a student from a visiting school, an effort will be made to work with the administration of the visiting school with respect to future exclusion.

#### PARENTS' ROLE IN EXTRACURRICULAR ACTIVITIES

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with Coaches and Sponsors

- Communication you should expect from your child's coach or sponsor:
  - Philosophy of the coach
  - Expectations the coach has for your child

- o Locations and times of all practices and contests
- o Team requirements
- o Procedure should your child be injured
- o Discipline that results in the denial of your child's participation
- Communication coaches expect from parents:
  - o Concerns expressed directly to the coach
  - o Notification of any schedule conflicts well in advance
  - o Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - o The treatment of your child, mentally, and physically
  - o Ways to help your child improve
  - o Concerns about your child's behavior
  - o Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - o Playing time
  - o Team strategy and play calling
  - o Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - o Call to set up an appointment with the coach
    - \* Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
    - \* Do not send a text message expressing concerns.
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - o Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - o At this meeting, an appropriate next step can be determined, if necessary.

#### INDIVIDUAL ACTIVITY EXPECTATIONS AND RULES

In addition to the rules and regulation outlined, head coaches and sponsors will have a set of expectations specific to their activity or sport. Students are responsible for knowing these rules and complying with them.

Lettering Requirements: Lettering requirements will be determined and distributed by head coaches and sponsors.

Practices: In cooperation with the Activities Director, the head coaches and sponsors will schedule all starting times of practices. Participants are expected to be ready at the time set by the coach or sponsor.

#### TEAM SELECTION AND PLAYING TIME

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

### School Representative

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

### Success

Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's:

- talent or skill,
- desire to improve the student's own skills or talents as well as those of others in the activity, and
- attitude of respect towards teammates, the coach, the school, and the community.

### ATTENDANCE EXPECTATIONS

Student participants are expected to meet the following attendance expectations:

- Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
- Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

### Required Attendance for Participation in Activities

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

On the day of a contest, performance or other activity, be in attendance for the full day beginning at 8:35 a.m. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

### LOCKER ROOM EXPECTATIONS

All participants will be under the supervision of the sponsor in charge while dressing. An individual must respect the privacy of others, not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of locker or dressing room misconduct will be dealt with by the sponsor in charge. All athletes are encouraged to lock their lockers at all times. Locks can be obtained from their coach/office.

Coaches' offices, equipment rooms, and storage areas are off-limits to all students except those designated as assistants or managers or when supervised by a sponsor.

### INJURIES AND SAFETY

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



### Warning for Participants and Parents

The purpose of this warning is to bring 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.

### Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition.

### CONCUSSIONS

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

### Education

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- the signs and symptoms of a concussion;
- the risks posed by sustaining a concussion; and
- the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

### Response to Concussions

Removal - A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.

Return-to-Play - A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student:

- has been evaluated by a licensed healthcare professional,
- has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, and
- has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

Parent Notification - If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

Return to Learn - The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

#### Responsibility of Coaches

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

#### Students and Parents

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

#### What is a concussion?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

#### Concussion Facts

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

#### Signs of a Concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### **Symptoms of a Concussion:**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

### **How can a concussion affect schoolwork?**

Following a concussion, a student may have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

### **When may an athlete return to play following a concussion?**

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

### **How can a concussion affect schoolwork?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

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### What can you do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

### Other frequently asked questions:

*Why is it so important that an athlete not return to play until they have completely recovered from a concussion?*

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

*Is a “CT scan” or MRI needed to diagnose a concussion?*

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

*What is the best treatment to help my child recover more quickly from a concussion?*

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

*How long do the symptoms of a concussion usually last?*

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

*How many concussions can an athlete have before he or she should stop playing sports?*

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

*I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?*

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these

unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics. In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent's Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

### SPORTS INJURY SERVICES

Boone Central school has developed a sports injury program that contracts with licensed health care professionals to oversee, on a limited basis, the evaluation and care of injuries to athletes. Athletic trainer services are provided for free to student athletes.

#### Athletic Trainer Services:

- Administer immediate first aid to student athletes at the time of injury during game coverage for Varsity home football games, plus two additional home athletic event each week and daily attendance at athletic practice sessions as coordinated between the Athletic Trainer and School; and
- Help prevent injuries through pre-practice taping and identification of hazards on the playing field;

#### Physician Services:

- Evaluation of sports-induced injuries at scheduled on-site visits at School. Physicians will make appropriate referrals to other physicians or providers for x-rays, diagnostic tests, and other follow-up services based on the medical needs of the student athlete.
- The provision of advice to coaches, parents, or legal guardians concerning prevention and physical reconditioning of injuries.

### STUDENT INSURANCE

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

### PHYSICAL EXAMINATION REQUIREMENTS

Students taking part in competitive athletics shall be required to undergo an annual physical examination in accordance with NSAA bylaws. Said students shall not be allowed to practice or participate in any contest until record of this examination and the doctor's approval is on file in the principal's office.

Participants who sustain an injury requiring a doctor's examination are not to be allowed to compete or even to practice until the Supervisors/administration have a note from a doctor to the effect that it is permissible for the student to participate in athletics.

However, all students are considered physically fit for participation in the physical education classes unless they present a written statement from a physician requesting that they not participate and stating the reason for the request.

#### INCLEMENT WEATHER

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration.

#### OUTSIDE RECESS PROCEDURES

Students will go outside if windchill temperatures are 10 degrees above.

#### RESTRICTED PRACTICE DAYS

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

#### ACTIVITY TRAVEL

All participants are expected to ride to and from away activities by means of approved school transportation, but under unique circumstances participants may ride home from a game with their parent(s) or another faculty sponsor.

We believe it is best to keep the team or group together after an activity. Being together in victory and defeat develops unity and camaraderie. Also, part of being a member of a team or group is commitment and part of that commitment includes the time spent together riding to and from activities. Please be aware of the sponsor/coaches' wishes when deciding to check your son or daughter off the bus/van and support them in their desire to help build team or group unity. The sponsors/coaches are also concerned with the safety of participants when not riding with parents or another faculty sponsor.

#### REQUEST FOR ALTERNATE TRANSPORTATION FOR HIGH SCHOOL ATHLETES

Alternate transportation (i.e. riding home with another parent or adult family member) requires prior written arrangements at least one day prior to the event. Alternate Transportation requests forms are available at the school or from the coaches/sponsors.

#### CHANGING PARTICIPATION DURING THE SEASON

If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student will be restricted from practice and competing for seven school days.

#### SCHEDULING OF ACTIVITIES

All scheduling of activities, officials, and facilities will be handled through the activity director's office. No contests, scrimmages, practices or meetings will be held without proper clearance through the activity office.

### CONFLICTS IN EXTRACURRICULAR ACTIVITIES

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The activity department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

If a conflict arises the sponsors will work out a solution so the student does not feel caught in the middle. Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the sponsor.

If a solution cannot be found, the activities director will make the decision based on all of the following:

1. The relative importance of each event
2. The importance of each event to the student
3. The relative contribution the student can make
4. How long each event has been scheduled
5. Talk with parents

### USE OF SCHOOL WEIGHT ROOM

The weight room has been developed to help each athlete and student maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs

### DANCES

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code, and is a privilege available to students meeting all requirements for participation. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

#### Who Can Attend

- Only students of Boone Central Public Schools and their guests may attend.
- Students currently attending Boone Central High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Boone Central High School or their own school are generally considered appropriate dates or invited guests.
- Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
- Some school dances may be restricted to students attending specified grades levels at Boone Central Public Schools. For any dances at the middle school level, only students attending Boone Central Public Schools in the grade(s) for which the dance is being held may attend.
- Students who have been suspended from school or from extracurricular activities may not attend.



- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
- Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
- Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

### Prohibited Substances

Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

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

### Appropriate Attire

Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

### Eligibility for Selection as Royalty

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

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a cumulative grade average of a B or its equivalent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within twenty-four months of the dance, have engaged in criminal violations involving:
    1. alcohol, drugs or tobacco;
    2. driving law violation in which the penalty is a loss of four points or more under the point system;
    3. Class I, II, III, or IIIA or Class W misdemeanor; or
    4. a felony. Criminal violations will be deemed to have occurred where:
      - a. a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or
      - b. a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

2. Royalty Candidate Eligibility and Selection:

The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor.

The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

4. Specific Dance Eligibility and Selection Requirements:

a. Color Day Queen & King:

- i. Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- ii. To be eligible, a candidate must agree to attend the entire Color Day Dance and represent the school properly.
- iii. The queen and king will be chosen from the qualified nominees by secret vote of the student body during Color week. Crowning will be held at the fall sports event deemed to have the largest attendance.

b. Prom King and Queen:

- i. Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- ii. To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- iii. The queen and king will be chosen from the qualified nominees by secret vote of the junior class.

STUDENT FEES

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction.

Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

## Definitions

Students - means students, their parents, guardians or other legal representatives.

Extracurricular activities - means student activities or organizations that:

1. are supervised or administered by the district;
2. do not count toward graduation or advancement between grades; and
3. are not otherwise required by the district.

Post-secondary education costs - means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

## Listing of Fees Charged by this District

### 1. Clothing Required for Specified Activities

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs and activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

### 2. Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law.

Building administrators will assure that:

1. such equipment is available in the appropriate classes and areas of the school buildings,
2. teachers are directed to instruct students in the use of such devices, and
3. students use the devices as required. Students are responsible for using the devices safely and as instructed.

### 3. Personal or Consumable Items

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district.

The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

### 4. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire.

The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

<b>EXTRACURRICULAR ACTIVITY</b>	<b>DESCRIPTION OF FEES:</b>	<b>FEE - NOT TO EXCEED</b>
<b>Student Participation Fee/Activity Ticket</b>	Required of all students who participate in NSAA activities. Student receives admission pass to local/non-district extracurricular events.	\$40
<b>Activity Admission Pass</b>	Available to students for admission to activities hosted by the school.	\$40
<b>Athletic Physicals</b>	Required physicals for participation in athletics.	Cost determined by health clinic/physician
<b>Athletics and Activities</b>	Golf – Shirt/polo (Bag, clubs, and shoes to be provided by student)	Not to Exceed \$100
	Softball – Glove, shirts, and jackets (Shoes and undergarments provided by student)	Not to Exceed \$150
	Volleyball – Shirts (Knee pads, shoes and undergarments provided by student)	Not to Exceed \$25
	Football – (Shoes and undergarments provided by student) Students have option to purchase jersey with name for \$140.	Not to Exceed \$25
	Cross Country – Shirts (Shoes and undergarments provided by student)	Not to Exceed \$25
	Basketball - (Shoes and undergarments provided by student)	Not to Exceed \$25
	Wrestling – (Shoes and undergarments provided by student)	Not to Exceed \$25
	Track – Shirts (Shoes and undergarments provided by student)	Not to Exceed \$25
	Cheer – Shoes, approved uniforms (top, skirt, jacket), poms, accessories	Not to Exceed \$1,200
	Dance - Shoes, approved uniforms (top, skirt, jacket), poms, accessories	Not to Exceed \$900
	Bowling – Shirt/polo (Bag, clubs, and shoes to be provided by student)	Not to Exceed \$100

<b>Travel Meals</b>	Students are responsible for their own meals while traveling. District will pay for meals for district and state qualifiers.	
<b>Camps and Clinics</b>	Students are responsible for the cost of all clinics, camps and conditioning programs.	
<b>Athletic Clubs</b>	BC Club Annual dues	Not to Exceed \$50/club
<b>FBLA</b>	Annual Dues and T-Shirts	Not to Exceed \$50
	State and National Travel and Fees	Not to Exceed \$2,000
<b>CentraCard</b>	Dues and Fees	Not to Exceed \$25
<b>Art Club</b>	Dues and Fees	Not to Exceed \$25
<b>FFA</b>	Annual Dues, T-Shirts, FFA Jackets	Not to Exceed \$200
	State and National Travel and Fees	Not to Exceed \$2,000
<b>FCCLA</b>	Meals, activities, dues, t-shirts	Not to Exceed \$50
	State and National Travel and Fees	Not to Exceed \$2,000
<b>Quiz Bowl</b>	Dues and Fees	Not to Exceed \$25
<b>Science Club</b>	Dues and Fees	Not to Exceed \$25
<b>SADD</b>	Fees, dues, t-shirts	Not to Exceed \$50

<b>Spanish Club</b>	Dues and fees, t-shirts, meals, activities	Not to Exceed \$50
<b>Student Council</b>	Dues and fees, t-shirts, meals, activities	Not to Exceed \$50
<b>Musical</b>	Shirts (Equipment and costumes will be provided by the district)	Not to Exceed \$25
<b>Choir</b>	Shirts and Dues	Not to Exceed \$25

Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

- participation in extracurricular activities,
- materials for course projects, and
- the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section.

The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Voluntary Contributions to Defray Cost

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate.

Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

SCHOOL COLORS, LOGO, FONT AND MASCOT

The official colors of Boone Central Schools shall be red, black and white. An additional color or colors may be used for trim, but the predominant colors shall remain red, black and white. The official school mascot is cardinal.

Logo and Font Policy

The purpose of this policy is to provide information and guidelines to the District regarding the use of Boone Central School Districts logos and font. This policy applies to all staff, students, academic departments, ad hoc groups, alumni organizations, informal groups, parent and booster organizations, extracurricular teams and

groups, and all student organizations. The Boone Central School District brand is intended to present a positive image and should not be altered in any way. The brand is one of the school's most visible and valuable assets and it is expected that it be used with respect.

Use of Boone Central School Logo and Font

All students, staff, school departments, groups, teams, organizations, and patrons are granted permission to use the school logo and font based on the guidelines in this policy. Display of the Boone Central logo and font shall be authorized only for use at district facilities, on district owned vehicles, stationary, signs, uniforms, apparel, and other school-related property and materials. Permission to use the logo and font in any other manner shall be granted only by the superintendent.

All district associated teams, groups, and individuals in charge of designing and ordering official school materials and clothing are required to use the logo and font in its entirety and may not change or alter either in any way.

Use of Existing Boone Central School Logos

The continued reproduction of any prior Boone Central School logo is prohibited. All students, staff, school departments, teams, and school-related organizations are required to discontinue the reproduction of the existing logos, and are expected to use the current logo or any of the board approved alternate logos. Starting with the 2018-19 school year all new school-related property and materials designed and ordered must use the current board approved logo and font in its entirety.

Prohibited Use of Logo

The District's logos are not to be used, and should not be perceived, in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, color, creed, disability, origin, race, religion, sex, sexual orientation or veteran status. The logo and font may not be used by an individual or a group not directly affiliated with the Boone Central School District.

The use of the District logos with the following types of products will not be approved:

- Products that could be used to injure or kill;
- Alcohol-related and tobacco-related products;
- Sexually suggestive products;
- Products that are unfavorable to the mission or image of the District

**RESOLUTION OF ISSUES – CHAIN OF COMMAND**

If any questions or concerns should arise during the course of student participation in a sanctioned activity at Boone Central Schools, it is suggested that the participant use the following chain of command. Virtually all issues can be resolved at Step 1.

1. Student speaks with Sponsor/Coach
2. If parent wishes to speak with Sponsor/Coach: parent and sponsor/coach will meet about the situation. Student attendance is encouraged. Option of either parent or coach to have the A.D. present.
3. Parent, coach/sponsor and building principal/Superintendent will meet.

Following is the administrative chain of command:

<p><b>Student Discipline</b></p> <ol style="list-style-type: none"> <li>1. Classroom Teacher</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>	<p><b>Athletics and Activities</b></p> <ol style="list-style-type: none"> <li>1. Coach or Sponsor</li> <li>2. Activities Director</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
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<b>Transportation</b> <ol style="list-style-type: none"> <li>1. Bus Driver</li> <li>2. Transportation Supervisor</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>	<b>Instruction and Curriculum</b> <ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Instructional Coach/Curriculum Director</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b>Facilities, Grounds, or Maintenance</b> <ol style="list-style-type: none"> <li>1. Custodial Staff</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>	<b>Policy or Handbook</b> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Superintendent</li> </ol>
<b>Personnel</b> <ol style="list-style-type: none"> <li>1. Employee in Question</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>	

If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the Principal in the absence of the superintendent. The Principal will either address the matter or assign it to another individual for resolution, as he or she deems appropriate.

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution.



## HANDBOOK FORMS

### **STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT OF UNDERSTANDING**

The Student/Parent Handbook is intended to be used as a guide to the rules, regulations, and general information about Boone Central Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use the handbook as a resource and to assist their child in following the rules and regulations contained in the handbook.

Although the information found in the handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year.

The Student/Parent Handbook does not create a “contract” between the school district, staff members, students or parents. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to ensure the well-being of all students and the educational program. Should a circumstance present itself that is not covered by the provisions of the handbook, reference should be made to Board policy.

Students and parents will have access to the handbook at the beginning of each school year via the school’s website. In addition, any student or parent may request a printed version of the handbook at any time.

### **RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the District’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### **STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT OF UNDERSTANDING**

I understand that the Student/Parent Handbook contains rules, regulations, and procedures about Boone Central Schools and that it is my responsibility to know and understand the information contained in the handbook. I agree to access the Student/Parent Handbook via the school’s website and agree to follow such conduct and discipline rules. I also understand that the District’s policies on non-discrimination, equity, harassment and complaint procedures exist within the handbook which should be used to respond to harassment or discrimination.

\_\_\_\_ Printed Copy Request: In addition to online access I am requesting a printed copy of the handbook and understand that the printed handbook will be sent home with my child after the start of the school year.

\_\_\_\_\_  
Printed Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<b>General Information</b>	
Last Name:	First Name:
Date of Birth:	Grade:
Parent/Guardian Name:	Phone:
Parent/Guardian Name:	Phone:

<b>Health Information</b>		
Primary Healthcare Provider:		
Primary Dentist:		
Current Medications:		
Check which apply:		
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Allergy(s): _____	<input type="checkbox"/> Asthma
<input type="checkbox"/> Anxiety/Depression/Mental Health	<input type="checkbox"/> Developmental Delays	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Food Intolerance/Lactose/Celiac	<input type="checkbox"/> Headaches/Migraines/Post Concussion	<input type="checkbox"/> Seizures
<input type="checkbox"/> Hearing/Vision Impairment	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> IBS/Incontinence
Other/Comments: _____		
<input type="checkbox"/> Will need emergency medication kept at school		
<input type="checkbox"/> Will need medication during the school day		

<b>Medication Administration</b>	
Please allow my child to receive the following medications as deemed necessary by the school nurse or other trained professional of Boone Central Schools. I give consent for the following medications without subjection to liability from illness or injury. It is the parent/guardian's responsibility to let the school know if a dose has already been given prior to school.	
___ Yes ___ No	Acetaminophen/Tylenol
___ Yes ___ No	Ibuprofen/Motrin
___ Yes ___ No	Cough Drops
___ Yes ___ No	Antacid Tablet/Tums
___ Yes ___ No	Saline Eye Drops (itchy eyes/contacts)
___ Yes ___ No	Orajel (cold sores/tooth pain)
___ Yes ___ No	Saline Nasal Spray/Afrin (nosebleeds)
___ Yes ___ No	Topical Creams (antibiotic/burn/itch)

I consent for the release of the information contained in this document to all school staff members and other adults who have responsibility for my child and who may need to know this information to maintain my child's health and safety. As a parent/guardian I also authorize Boone Central School staff to obtain and to administer emergency medical treatment by professional medical personnel to my child at school, or on authorized school transportation, or on a school-endorsed activity

ACTIVITY PARTICIPATION STATEMENT

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

This Agreement, when signed by student and parent, satisfies the requirements for student commitment and parental notification as outlined in the Boone Central Schools' substance abuse/activity participation policy. Only one statement needs to be completed at the beginning of the school year to satisfy the requirements for other activities during the remainder of the school year.

No student will be eligible for participation in the activity program until a copy of this signed statement is on file with the activity director.

**PART I. Student Commitment**

As a condition for the privilege of participation in the activity program of Boone Central Schools, I will not use, consume, possess, buy, sell, or give away tobacco, alcohol, or other illegal drugs in any form or in any amount. Neither shall I attend functions where alcohol or other illegal drugs are made available for the illegal consumption by minors.

I realize that if I am in violation of my school's substance abuse/activity participation policy that I am subject to loss of participation privileges in the activity program.

A copy of this policy has been provided to me for my family.

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

\_\_\_\_\_  
Date

**PART II. Parent Notification**

I/we, as a parent of the above student, have received a copy of the school policy on substance abuse/activity participation.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**BOONE CENTRAL**

**CONSENT FOR TREATMENT**

I hereby authorize the Boone Central School District licensed sports injury staff to evaluate and treat any injury that occurs as a result of my participation in athletics at School. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Athlete (or Parent/Guardian, where required)

BOONE CENTRAL HIGH SCHOOL EXTRACURRICULAR ACTIVITY TRANSPORTATION

Participants are expected to ride home on the bus/van, but under unique circumstances participants may ride home from a game with their parent(s) or another faculty sponsor. Best practice when signing your student off the bus/van is to inform the coach/sponsor or Activity Director one day in advance when possible.

Coaches, bus drivers and office personnel will have forms for the parent/guardian to sign.

The sponsor/coaches believe it is desirable to keep the team or group together after the activity. Being together in victory and defeat develops unity and camaraderie. Also, part of being a member of a team or group is commitment and part of that commitment includes the time spent together riding to and from activities. Please be aware of the sponsor/coaches' wishes when deciding to check your son or daughter off the bus/van and support them in their desire to help build team or group unity. The sponsors/coaches are also concerned with the safety of participants when not riding with parents or another faculty sponsor.

Alternate transportation (i.e. riding home with another parent or adult family member) requires prior written arrangements at least one day prior to event.

Transportation Liability Waiver

I have read the Extracurricular Transportation Policy and agree that I shall assume all liability for negligently caused injuries or damages and release the school and school officials from any liability for injury or damage resulting from the following situations involving extracurricular activities:

1. Where I transport my son/daughter;
2. Where I transport other students, or I, as a parent/guardian, give permission to another adult to transport my son/daughter;
3. Where my son/daughter transports himself/herself; or
4. Where my son/daughter transports other students to or from a practice or scheduled event
5. Where I or a group of parents or other individuals contract or arrange for transportation and the school does not directly contract for such transportation.

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

\_\_\_\_\_  
(Signature of Parent/Guardian)



REQUEST FOR ALTERNATE TRANSPORTATION

Name of Student: \_\_\_\_\_

Sport or Activity: \_\_\_\_\_ Date of Event: \_\_\_\_\_

I request that my child (named above) not be required to ride on the team bus/van.

(\_\_\_\_) To the event

(\_\_\_\_) On return from the event

(\_\_\_\_) Both to and on return from the event

The alternate transportation will be (name of person who will be driving the student):

\_\_\_\_\_

I agree that the school and school officials will have no liability or responsibility for injury or damage that may occur related to the alternate transportation.

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature of Parent/Guardian)

\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature of Athletic Director, Head Coach or Sponsor)

\_\_\_\_\_

VEHICLE REGISTRATION

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

**ALL STUDENTS HAVING A VEHICLE PARKED AT THE BOONE CENTRAL SCHOOL NEED TO HAVE THE LICENSE PLATE NUMBER ON FILE AT THE HIGH SCHOOL OFFICE.**

VEHICLE LICENSE PLATE NUMBER: \_\_\_\_\_

**\*\*IF YOU ARE UNDER 16, YOU DO NOT HAVE TO FILL OUT THE "DRIVING PERMIT" PART BELOW DUE TO THE FACT THAT YOU ARE DRIVING ON A SCHOOL PERMIT.**

**\*\*IF YOU ARE 16 OR OVER, YOU DO NEED TO FILL OUT THE WHOLE FORM AND HAVE IT SIGNED BY A PARENT/GUARDIAN.**

**DRIVING PERMIT FOR LICENSED DRIVERS**

**PLEASE REMEMBER TO CHECK ONE OR MORE OF THE BELOW DRIVING CONDITIONS BEFORE YOU SIGN AND RETURN THIS FORM TO THE HIGH SCHOOL OFFICE.**

\_\_\_\_\_ (Student's name) has my permission to use his/her own vehicle

during school hours for school or personal activities under the following conditions:

- Only if he/she has a note or call from a parent/guardian to the principal.
- With approval from administration at the student's request.
- Other \_\_\_\_\_

**IF YOUR SON/DAUGHTER IS THE DRIVER, CAN HE/SHE HAVE PASSENGERS RIDE WITH THEM DURING SCHOOL HOURS IF IT IS A SCHOOL ACTIVITY. (EX: Centracard Ad Sales, FFA event, etc.)**

- YES
- NO

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

CONSENT TO PERFORM RANDOM DRUG TESTING



# BOONE CENTRAL SCHOOLS

## CONSENT TO PERFORM RANDOM DRUG TESTING

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Boone Central School District.

### CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Boone Central School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

POWER OF ICU – CONTACT INFORMATION SHEET



**What is ICU? ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students and communication tool for teachers and parents and is built around a school-wide electronic database that tracks missing assignments. All students completing all assignments is the foundation of this program. Students learn quickly if they have one missing or poor quality assignment, their grade is sick and needs attention.**

**Students with missing or poor quality assignments have their names placed on an ICU list that can be viewed by all staff members. Students are asked by a variety of staff members: "Who do you owe?" "What do you owe?" "What do you need?" "How can I help?" Staff members re-teach content material and provide students with extra assistance to complete their work: before school, during lunch, after school, etc. Names are removed from the ICU list when assignments are completed and quality work has been done.**

**It is crucial that parents, teachers, and administrators are all on the same page and convey the message that "All students will complete all assignments and do quality work."**

**If your child's name is placed on the ICU List:**

- You will receive a text and an email message.
- Your child will be given an opportunity to complete the assignment on his/her own.
- If the work remains unfinished, additional arrangements may become necessary for your child to complete the assignment (e.g. before school, during lunch, after school, etc.).

**We look forward to helping your child master the content they need to be prepared for future academic endeavors.**

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**I acknowledge my contact information from PowerSchool will be used to receive Power of ICU notifications. I will contact my building level principal if I have questions or concerns.**

**Parent Signature: \_\_\_\_\_**

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

**Boone Central Schools**  
***Participation in School Public Relations Activities***

Students who attend school in Boone Central Schools are occasionally asked to be a part of the District's public relations activities. Some examples: student artwork is sometimes displayed to the public and photographs of students at school are used in school publications including the school webpage.

In order to ensure your consent for your student to participate in such activities, the District asks that you and the student (if 18 years of age or older) sign and return this form to the school for each of your children.

**CONSENT**

I consent to the Student (named below) participating in the Boone Central School District's public relations activities. The District may use the Student's name, image (photograph or video), statements, works or performances (such as art work, musical recordings and writings) and other such information in its public relations activities. This can be done in the current school year or in the future. I understand that this means that such information will be made available to the public, including but not limited to in school buildings and at school functions, in public places in the community, in school publications and in local, state and national publications, and on the school's web page. I waive any claims of copyright or ownership to the information that is used and waive any right to be paid or otherwise compensated for use of the information. I release the District and its employees or agents from any liability related to using the Student's information in the public relations activities.

This Consent is given freely and voluntarily. If I wish to rescind this consent I may do so at any time with written notice.

**Parent/Guardian:** \_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Parent/Guardian Signature)**

**Date of Consent:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Student's Signature) (if 18 years of age or older)**

**Date of Consent:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Student's Signature) (if 18 years of age or older)**

**Date of Consent:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Student's Signature) (if 18 years of age or older)**

**Date of Consent:** \_\_\_\_\_