

## **I. ACADEMICS/ATTENDANCE**

### **ATTENDANCE**

Regular and punctual student attendance is required. The Board's policy (reference Board Policy 5302) requires such attendance. The administration is responsible for developing further attendance rules and regulations, and 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. Absences from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. Excused Absence. 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.

An absence for any of the following reasons will be excused, provided the required procedures have been followed: attendance at a funeral for a member of the immediate family; illness which causes a student to be absent from school; medical appointments; court appearances required by a court order; school sponsored activities which require students to be absent from school; family trips in which student is accompanied by parent(s)/legal guardian(s); other absences which have received prior approval from the Principal.

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

b. Unexcused Absence/Truancy. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. '79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truanancies. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make-up work and the time missed. Students who accumulate (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students.

When a student has excessive absences, the following procedures shall be implemented:

a. Principal or staff designated by the Principal, will meet with the parents and the student, if necessary, to attempt to solve the excessive absenteeism problem.

b. Educational counseling, evaluation or enrolling the child in an alternative education program may be recommended to help remedy the excessive absenteeism.

#### **Reporting Excessive Absenteeism to the County Attorney**

If a student is absent more than twenty days (20) per year or hourly equivalent, the principal shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws resides.

#### **Reporting Student Absences to School**

Parents are asked to contact the school office prior to 8:30 am each day their child is absent. The office will attempt to contact parents at home or work to verify the child's absence and reasons for the absence if contact has not been made. Parents are also asked to notify the office of any impending absence of their children.

If a medical or dental appointment is scheduled during school time, the school office should be notified of the appointment in advance. Students must checkout in the office when leaving for appointments. It will be the student's responsibility to make up all work missed during the appointment.

### **ACTIVITY PARTICIPATION/ATTENDANCE**

Students planning to attend or participate in school-sponsored activities, programs, or events outside normal school hours must be in school from 8:30 to 3:30 the day of the activity, program, or event unless prior arrangements have been made with the building principal. This rule applies to curricular activities which are an extension of class such as a concert, play, competition, or other similar activity as well as ANY athletic events or other non athletic events.

Students are not to wait after school for activities or events scheduled that afternoon or evening unless the activity is scheduled to begin by 5:00 PM or earlier. Students waiting for activities or events scheduled to begin before or by 5:00 PM are to remain in the commons area until the activity or event begins. Students are to ride their bus home and return later for activities or events scheduled to begin after 5:00 PM. Supervision of students will not be provided by the school after 3:45 PM.

### **HOMEWORK**

Homework will be used for three major purposes: (1) to practice and reinforce skills or concepts learned in class such as doing practice problems or answering questions at the end of a chapter in the textbook; (2) to prepare for an up-coming class by reading a lesson to be discussed or outlining some material to be studied; and (3) to expand and enrich upon what has been learned in class by doing a research project or book report.

The actual amount of homework a student brings home depends upon how much he/she is able to get completed in school. Teachers often provide in-class study time on those days when homework assignments are given.

### **GRADING**

NMS believes that the purpose of grading is to measure and communicate student learning to students, teachers, parents and community members. The following guidelines will be used by all teachers to arrive at a student's final grade. These guidelines ensure that the purpose of the grading policy is reflected in the reporting of grades so that the focus will remain on student learning.

1. Teachers will base 70% or more of a student's final grade on summative (formal) assessments and 30% or less on formative (informal assessment). Summative assessments are typically used to arrive at a formal conclusion of what a student has learned; Formative assessments are informal ongoing assessment that provide information to guide instruction such as class discussions, homework, quizzes, etc.
2. In addition to receiving a final grade, every student's report card will include a comment bank that records behavior and effort for each class. Although these factors will not affect a student's grade, they will however influence a student's grade, i.e. effort, behavior, attendance.
3. A grade reflects what a student can do as an individual; therefore, every attempt will be made to assess an individual's performance when group work is being graded.
4. Extra credit will have a minimal effect on a student's grade. Extra credit cannot replace required assignments, nor be offered merely to adjust a grade.
5. Students are expected to complete all assignments. Although some assignments may not be 'graded', they will always be 'checked', providing feedback to students about their learning progress. Students must do the work so the teacher and student can determine what instructional support is needed in order for the student to master the learning goal. Students must complete all assignments. When this is not done, a systematic framework is used in order for the student to complete the work and demonstrate their level of learning. This framework includes: RTI list, LITT, before or after school support, assigned study skills class, etc.

6. All summative assessments will be completed by the end of the quarter. Any work not completed will be considered incomplete and indicated as an "I" on the student's report card. The student is expected to complete the work within a two week period following the end of the quarter. Zeros will not be given. If a student does not complete the work, the incomplete remains on their report card.

#### **RTI List (Response to Invention)**

NMS uses a systematic approach to communicate and monitor the completion of student work. Students not completing an assignment, or needing to be assessed, will be indicated as such on the RTI list. All teachers have access to this list which allows for tracking student completion of work and providing instructional support and time. These measures are taken in an effort to assist the student in completing assigned work in order to monitor their learning progress.

#### **LITT (Learning Intervention Team Time)**

All students have a scheduled LITT period each day. LITT is a time for students to complete assignments, obtain instructional support, access computers or the media center, be assessed or reassessed, enjoy reading time and other opportunities subject to a student's work habits and learning progress. Students will be assigned to the same LITT teacher for the school year. Their LITT teacher becomes their 'homeroom' teacher, helping to monitor their progress and advocate for their learning success.

#### **PLANNERS**

All students receive a student planner at the beginning of the school year. Students are required to carry their planner to all classes and write in all assignments. The planner includes student passes, study skills information and general subject references. If the planner is lost or damaged affecting its usefulness, the student will be required to replace the lost or damaged planner at a cost of \$6.00.

#### **GRADING SYSTEM**

The school year is divided into four quarters with report cards given at the end of each quarter and mailed to the student's address of residence. Only quarter grades will be recorded; no semester or yearly grades.

Excellent: A+ (98 - 100%); A (95 - 97%); A- (92 - 94%); Above Average: B+ (89-91%) B (86-88%); B- (83-85%); Average: C+ (80-82%); C (77-79%); C- (74-76%); Below Average: D+ (71-73%); D (68-70%); D- (65-67%) F (below 65%)

In some exploratory or elective classes, a P (Passing), S (Satisfactory), or F (unsatisfactory or failing) will be given. Students who are incomplete at the time the grades are given will receive an "I" (Incomplete). Students have two weeks after the quarter ends to complete the work. If the work is not completed within the two week period the grade remains an "I".

#### **HONOR ROLL**

An honor roll will be announced at the end of each 9-week grading period for students in grades sixth, seventh and eighth. Only quarter grades in reading, English, mathematics, science and social studies will be used to determine the honor roll. Sixth, 7th and 8th grade students must receive at least 3 A's and no grade below a B in the previously named classes to be included on the honor roll. Any student who earns all "A" grades will receive special recognition.

#### **MAKE-UP WORK**

School work missed because of an absence should be made up as soon as possible. Teachers will allow students 2 days for every one day they are absent to make-up work. (e.g. if a student is absent 3 school days, he/she will have 6 days to make-up the assigned work). Work assigned BEFORE a student's absence is expected to be turned in on the due date or, if the student is absent on that date, upon his/her return to school. This includes students attending planned school-sponsored

activities, i.e. sport or fine arts events. Individual grade level teams may implement a "Make-up Work" procedure in order to assure that the teacher is aware the student will be gone for a planned absence and so the student knows the expectations regarding any work missed and when it is due.

Parents are to notify the office of an impending absence of their son/daughter. The student will be responsible for making up work he/she will miss prior to the absence.

When a student is absent, it will be his/her responsibility to obtain all assignments. Students who have been absent can utilize the Norris Website at [www.norris160.org](http://www.norris160.org) to get homework assignments. Handouts or other materials needed by the student to complete assignments may be requested after the second day of consecutive days absent from school. Parents will need to notify the office to make this request by noon of the second day. The material will be collected by office personnel and be available after 4:00 p.m. in the school office. Teachers may also establish individual classroom rules for make-up work.

#### **CHEATING/PLAGIARISM**

Cheating or plagiarism on tests and/or assignments or helping other students to cheat will not be tolerated. Students learn by doing their own work. Specific penalties for cheating will be assigned by individual teachers and administration.

#### **PARENT-TEACHER CONFERENCES**

Fall conferences will be held on two evenings near the middle of the 1st quarter. Spring conferences will be held on two evenings near the middle of the 3rd quarter.

Parents may make appointments for individual conferences with a teacher or with the student's team during the school year by calling the office at 791-0020.

#### **PHYSICAL EDUCATION**

Physical education is a required course in grades 5, 6, 7, and 8, unless a physician excuses a student. Students in grades 6 - 8 will be expected to suit up and participate in order to receive credit for this course. Each student is to provide his/her own clothing that should be clearly marked in permanent ink. Clothing should be taken home each weekend to be washed.

PE lockers are provided for students. Locks are checked out to students and are to be locked when the locker is not in use. At the end of the year, those locks are to be returned in working order. Lost or damaged locks will be assessed a \$5.00 fine which covers the cost of replacement. In the event the cost of replacing a damaged or lost lock is greater than \$5.00, the student will be assessed the greater cost to replace the lock.

#### **ON-LINE ACCESS OF GRADES**

Parents and students may access student's current grades and attendance online through our district's student data system "PowerSchool". Parents will be issued a letter at the beginning of each school year with their student's confidential ID and password. The website is located at <http://powerschool.norris160.org/public>

## **II. BUILDING USE AND STUDENT CONDUCT**

### **STUDENTS IN THE BUILDING BEFORE OR AFTER SCHOOL**

Students are to enter the building through the front east doors or west doors only. Students in the building before or after school must be under the direct supervision of a teacher, sponsor or coach. Direct supervision means that the staff member is with the student(s) at all times. Any student in the building after 3:45 and not under the direct supervision of a staff member will be brought to the office to call for a ride. When students are waiting for rides, or for appointments with staff members, they must wait quietly in the commons area.

Please plan to have students arrive after 7:45 A.M., unless they are involved in a staff supervised activity. Students are to stay in the commons area before or after school unless given permission by a middle school staff member to be in any other area within the middle school building. School supervision of students is not conducted before 7:45 A.M. or after 3:45 P.M.

### **ACTIVITY BEHAVIOR**

Appropriate and respectful behavior is expected of all NMS students while they are in school or when they are attending school-sponsored activities away from the building or on school transportation to or from an activity. Students attending an activity are to remain in the building or at the field or stadium to watch and support that activity until it is over or a ride is available to take the student.

### **LEAVING THE BUILDING BEFORE DISMISSAL**

Students are not to leave the middle school at any time during the school day without permission from the office. Students leaving during the school day must checkout in the office. Those arriving at school after classes have begun must report to the office.

### **STUDENTS IN THE HIGH SCHOOL OR ELEMENTARY SCHOOL**

Students are not to be in the high school or elementary school unless they are under the direct supervision of a staff member. Permission to go into either building must be granted by a staff member.

### **VISITORS**

All visitors to the middle school are to sign-in at the office upon entering the building. Parents of Norris students are welcome and encouraged to visit school at any time. Students not attending Norris Middle School will not be approved for visiting, on days when school is in session, during school hours. Non-students wanting to visit the school must be accompanied by their parent(s) for a visitation before or after school hours.

### **PETS OR LIVE ANIMALS AT SCHOOL**

Permission from the building principal or assistant principal must be received by the student in order to ask the teacher for approval to bring a live animal to school. Permission from the administration only allows the student to ask the teacher. The teacher will give the final approval for bringing in a pet or live animal to share with the class. If the administration does not approve, the animal will not be allowed to be brought to school.

If the teacher gives approval, the pet MUST be brought to school by a parent just before the time for showing or sharing and leave immediately following the showing sharing. Under NO circumstances is an animal to be brought to or from school on the school bus or van.

#### **LOST AND FOUND**

A lost and found is located in the MS commons area. Students or parents should check with the office if something is lost. The school will assist in finding lost items, but is not responsible for items that are lost or stolen. Anyone finding a lost article should turn it in to the office.

#### **TELEPHONE**

Emergency phone calls may be made on the office phone with permission from the office staff. Students and teachers cannot be called from class to take telephone calls except in emergencies. Messages will be forwarded to the student prior to dismissal if left before 2:30 P.M.

#### **CELL PHONES**

The bringing of cell phones to school is discouraged. It will always be possible for parents to contact the office and have the office relay a message for their child. Cell phones brought to school shall be placed in the student's locker upon entering the building and remain there throughout the school day. Cell phone usage is strictly prohibited during the school day; including voice usage, digital imaging, or text messaging. All cell phones must be on inaudible mode (silent or vibrate). If a cell phone is used or heard during the school day, the phone will be taken from the student and remain in the office until the end of the day. The student may pick-up the cell phone if it is their first offense. Any subsequent violations of this policy will require the parent to pick-up the cell phone from the middle school office.

#### **ELECTRONIC DEVICES**

Electronic devices may be brought to school after expressed permission has been given by school personnel for specified school-related purposes. Permission may be given for devices which include Mp3 players, iPods, personal digital assistants (PDAs) CD's, C.D. players, portable game consoles, beepers, cameras, digital scanners, lap top computers, electronic readers and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. These and other items that are not approved by the teacher for use in the classroom or approved to be used on the bus by the driver are not to be brought to school. If an unapproved item is found in a student's possession, it will be held in the office and returned to the student at the discretion of the principal or designee. Students that bring electronic devices to school assume full responsibility for the security of that item if lost, stolen or damaged.

#### **INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA)**

Students are not to engage in public displays of affection on school property or at school activities. Such conduct includes kissing, touching, hugging or other displays of affection that would reasonably be considered embarrassing or a distraction to others.

#### **VIDEO SURVEILLANCE**

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

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

#### **POSTING & DISTRIBUTION OF INFORMATION**

All postings are to have prior authorization of the building principal. The principal has the authority to permit or decline any posting request based on factors including, but not limited to, designated space available for posting and whether the posting provides a public information service. The principal will determine appropriate location, a suitable duration of time for approved postings

to remain up, and the most suitable time frame for sending out any approved distribution.

If a parent or patron wishes to submit a request to post/distribute information at Norris they must first receive approval from the building principal. Items of a commercial nature are not generally allowable for posting or distribution through the school. Exceptions to this include information about approved fundraisers for school activities, sports camp information, YMCA sign-up sheets, and swim lesson information wherein a private business is offering a service that the principal deems appropriate and of potentially high interest to students.

#### **STUDENT FEES AND MATERIAL REQUIREMENTS**

The following guidelines are provisions required for student fees, specialized equipment or attire. Applications for waivers are available in the office.

1. Participation in extracurricular activities supervised or administered which do not count toward graduation.
2. Admission fees and transportation charges for spectators attending extracurricular activities.
3. Postsecondary education costs for tuition and other fees associated with obtaining credit from a postsecondary educational institution.

For all classes in which credit is given toward graduation requirements, the following specific items will require a student fee.

#### **Clothing required for courses and activities:**

Physical Education - T-shirt, shorts, tennis shoes with laces. Dress must adhere to the general guidelines for student dress.

#### **Required equipment or attire for participation in an extra-curricular activity:**

Band dress - dress pants, skirt or dress, white shirt, tie for boys  
Choir - dress slacks, skirt or dress, white shirt for boys.

#### **Fees required for participation in extra-curricular activities Extra Curricular:**

Field Trips - Fee required for admission or cost of event that is focus of trip.

#### **ATHLETIC FEES**

Norris will assess an athletic participation fee of \$50.00 for all students in grades 7-12 who participate in athletic activities sponsored by Norris District #160. The fee will be charged annually before the student will be allowed to practice in the first activity. Each participant will receive an activity card good for admittance at all home athletic contests (except tournaments and NSAA district or state competitions held at Norris). No family will be required to pay more than three (3) participation fees per year. The activity fee funds are used to purchase uniforms, protective equipment, entry fees, officials' fees, and purchase equipment needed to carry on the athletic program at Norris. Athletic passes are available for nonstudent athletes: \$25 student and \$70 for adults.

Individual sport items needed to participate in the Norris Athletic Program, but not provided by the Norris Athletic Department are:

Basketball: Basketball shoes, practice shorts, T-shirt, socks, towel

Football: Shoes, practice shorts & t-shirt, socks, towel

Track: Training shoes, competition shoes, practice shorts & t-shirt, socks, water bottle, towel

Volleyball: Practice shorts & t-shirt, shoes, socks, towel

Wrestling: Practice shorts & t-shirt, shoes, socks, towel

#### **FOOD SERVICE PROGRAM/FEES**

Fees for breakfast and lunch programs:

Breakfast - \$1.35

Lunch - \$2.15/day

Cold Lunch - Milk .30/each

Ala carte items may only be purchased with a meal and are priced individually.

The cafeteria offers a regular meal (Type A lunch) consisting of a main dish, or sandwich, fruit and vegetable bar, and milk. Students that purchase a meal may purchase a la carte items. A la carte items cannot be purchased alone; a meal must first be purchased.

The lunch and breakfast programs are operated on a computerized accounting system. All students must use this accounting system, including regular and free/reduced students. Applications for free/reduced lunches are available in the office and will also be sent out at the beginning of the year to all parents of students attending Norris Public Schools. If you meet the federal guidelines of the free/reduced price lunches, complete the form and have your student return it to the Middle School Office or you may mail it to the Central Office.

Students on regular or reduced lunch status are to bring money to the office to be put into their lunch account. This can be done weekly, monthly or quarterly. Accounts with a balance of less than \$5.00 will receive communication from the office. When an account remains overdrawn by more than \$10.00, students will not be allowed to purchase a meal until their account is paid in full.

**NONDISCRIMINATION STATEMENT** (This explains what to do if you believe you have been treated unfairly.)

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

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

**LUNCH GUESTS**

Parents that wish to bring lunch in for their child and include other students need to first check in with the office upon arrival. It will be left to the discretion of office personnel if it would be more appropriate to have the lunch located in an area other than the cafeteria. Guests of students that are not NMS students must have office approval to eat lunch with a NMS student. The visitor must be accompanied by an adult, check in at the office and leave immediately following the lunch period.

**FOOD/POP/ENERGY DRINKS**

Food brought from home is to be eaten at lunch, during JumpStart, or for teacher-approved celebrations. Students are not to bring energy drinks or caffeinated pop to school. Food that is brought to school for sharing, i.e. classroom parties, etc., must be packaged with the contents clearly labeled by the manufacturer. Food items that contain nuts or nut products may propose a health risk for some students and should not be brought to school with the intent to share with others.

**CARE OF PROPERTY**

Students are responsible for the proper care of school property, equipment, and materials including textbooks. Students causing damage to or defacing school property will be expected to pay the cost of repairing or replacing the damaged item. Depending upon the extent of the property damage, the sheriff's office may be contacted. Fines for textbooks will be assessed according to the following schedule:

lost book/damage beyond repair....	replacement cost/or repair cost
loose cover.....	\$5.00
missing page.....	\$1.00 per page
torn or defaced page.....	.50 cents per page

**ANNUAL**

Norris Middle School will publish an annual each year. The annual will contain pictures of all students and the various teams and clubs or organizations. Annuals will be sold for \$7.00 each by the Student Senate in the spring.

### **LOCKERS**

Hallway locker assignments and the combination to the locker will be printed on each student's schedule. Students are not to share their locker combination with other students. Students are responsible for keeping their locker neat, clean, and locked when not in use. Lockers will be periodically checked throughout the school year for neatness and cleanliness and may be inspected by the administration at any time. Valuables that must be brought to school should be checked into the office and not left in the locker. Students are responsible for these padlocks. Locks misplaced or broken will cost \$5 to replace.

### **PE LOCKERS**

PE lockers and locks are assigned by the PE teachers. All personal items are to be secured in a locked locker. Do not leave any valuables unsecured in the locker room or share locker combination with others. The school is not liable for lost or stolen articles. Locks misplaced or broken will cost \$5 to replace.

### **POSITIVE BEHAVIOR SUPPORTS (PBS)**

NMS has adopted a school-wide program to support the behavioral success of all students called PBS. PBS is an organized structure for educating, implementing and reinforcing appropriate social behaviors. At all times, staff and students are expected to: Be Safe-Be Responsible-Be Respectful. Our adopted Code of Conduct defines these expectations and is posted throughout the MS building. PBS includes strategies for teaching appropriate social behaviors, reinforcing these behaviors and appropriate consequence which fit the level of the misbehavior and have a high likelihood of decreasing the chance of the misbehavior reoccurring.

A Titan Incident Report (TIR) is used to document a student's misbehavior and assists in developing appropriate intervention strategies for eliminating future behaviors. Action and necessary communication with parents, the student and staff will be implemented, as determined by administration and other school personnel, when a TIR is issued to a student.

### **DRESS CODE AND GENERAL APPEARANCE**

The following dress code has been implemented to maintain a learning environment for students at Norris Public Schools that allows for individuality yet reflects dignity and respect for themselves, other students and the Norris Community. Good grooming and appearance are important. All students should take pride in their personal appearance. Any student whose appearance creates a distraction from the learning environment will be in violation of the dress code standard.

#### **General Guidelines**

1. Clothing cannot be too tight, too ragged, too bare or so extreme to be immodest.
2. Students are to maintain cleanliness and good grooming of hair.
3. Clothing cannot create a spectacle, interrupt classroom activities or embarrass others.
4. Clothing depicting pictures or works that may be offensive to others or considered objectionable will not be allowed.

#### **Specific Guidelines**

1. All coats, jackets and hats are to be placed in the locker upon arrival at school and not worn in the building.
2. Shirts or blouses must cover the midriff at all times. All tank tops must have a shoulder strap on each shoulder. Each shoulder strap must be a minimum of 2" wide.
3. Mesh, sheer or see-through attire, or swimwear is not allowed.
4. Low cut, halter, backless or otherwise revealing tops are not allowed.
5. Under-shirts or other muscle-type shirts must be covered by an appropriate shirt.
6. Pajamas/leisure pants are not acceptable as school attire.

7. All shorts/dresses/skirts are to reach mid-thigh or longer. With arms hanging at the side and fingers extended, the length of the short/dress/skirt must extend beyond the tip of the longest finger.
8. Pants or shorts that are ragged with holes or torn are not permitted.
9. Pants should not sag and the waist must remain above the hipbone.
10. Shoes with any type of wheels are prohibited.
11. Jewelry or other accessories with sharp edges that could be considered dangerous are prohibited.
12. Clothing that has words, statements or images relating to alcohol, drugs, tobacco, gangs, violent behavior, profanity, or anything sexually suggestive is prohibited.
13. Clothing or other articles worn on any part of the body that typically communicate gang activity or affiliation are prohibited. Examples of clothing or articles shall include, but not be limited to, scarves, bandanas, jewelry, headbands, caps, and hats.
14. Head wear including hats, caps, bandanas, sweatbands, stocking caps, do-rags, scarves and visors are not allowed. Sweatshirt hoods are not be worn over the head while in the building.
15. Sunglasses worn indoors are prohibited unless prescribed by a physician.

Students who violate the dress code standard will be asked to comply with the standard. They may be issued clothes that do comply, have ripped areas taped over, or change into something of their choice that complies. Students who refuse to comply will be excluded from class, or subject to further disciplinary action including possible detention or suspension.

#### **STUDENT CONDUCT RULES**

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

#### **Forms of School Discipline:**

Student misbehavior or violation of any of the rules or policies in this handbook may result in one or more of the following consequences:

1. Conference with the student and formal reprimand.
2. Detention
3. Notification to and/or conference with the student's parents.
4. Conference with School Resource Officer, deputy sheriff.
5. Rearrangement of the student's schedule.
6. Restriction of participation in or attendance at school activities and events. This also applies to students who are failing one or more core curriculum classes.
7. Confiscation of the object, substance, or material related to the misbehavior or violation of school rules or policies.
8. Notification of proper legal authorities if the misbehavior or violation of rules and regulations constitutes an illegal act.
9. In-school supervision (ISS)
10. Alternative School
11. Emergency exclusion from school up to 5 days.
12. Short-term suspension from school (1 to 5 days).

13. Long-term suspension from school (6 to 19 days).

14. Expulsion from school for the remainder of the semester.

**Detentions:** Students may be assigned detention for inappropriate behavior, violating building rules or failure to complete assignments. Detention will typically be conducted after school, from 3:30 to 4:00. Other arrangements for detention will need to be worked out between the teacher, student, and his/her parent which may also include serving detention before school or during the lunch period.

Students who do not report for an assigned detention will be reassigned double-time. Any student who continues to miss assigned detentions is subject to in-school supervision (ISS) or, in more serious incidents, out-of-school suspension.

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours, or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

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

**Suspensions Pending Hearing:** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

**Summer Review:** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

**Alternative Education:** Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

**Students Subject to Juvenile or Court Probation:** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

- (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
- (2) Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
- (3) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
- (4) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student;
- (5) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
- (6) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
- (7) Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; or possession of drug paraphernalia, or 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;
- (8) Public indecency or sexual conduct;
- (9) Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
- (10) Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
- (11) Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or the internet off of school grounds to threaten or intimidate;
- (12) Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
- (13) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
- (14) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;

(15) Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

(16) Willfully violating the behavioral expectations for those students riding Norris Public Schools buses.

(17) A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

(18) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term „firearm" means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

(a) Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

(b) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

(c) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

(d) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

#### **STUDENTS WHO HAVE BEEN SUSPENDED OR EXPELLED**

A student who has been suspended **in-school or out-of-school** will not be allowed to participate in any school sponsored activity during the dates of his/her suspension. This will include the time from the first day of suspension **through and including** the last day of the suspension. Coaches or sponsors may also have

rules covering team members who have been suspended from school during that team or groups" season. Any student who is suspended or expelled is not to be on school grounds, in any school building or at any home or away school-sponsored activity. Any student in violation of this policy will be considered to be trespassing.

#### **HARASSMENT AND BULLYING**

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

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

Students who are the victim of bullying or harassment, or who observe such occurring, are to promptly report the incident to the principal, assistant principal, counselor or another adult so the problem can be addressed.

- a. Communicate verbally or in writing that you expect the harassment to stop. If this is too difficult to do alone, seek help from a teacher, counselor, or an adult you trust.
- b. Tell a teacher, counselor or principal if behavior continues.
- c. Document exactly what happened in writing. Give a copy to the teacher, counselor, or principal.

#### **DATING VIOLENCE**

Norris Public Schools provides 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. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. Pursuant to Section 79-2, 140, the State Legislature has defined (a) "dating violence" to mean 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; and (b) "dating partner" to mean 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. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4), shall be provided to staff deemed appropriated by the administration. The administration will be responsible for reviewing the school district's Student code of Conduct to insure that this policy is reflected therein.

#### **GRIEVANCE PROCEDURE (BOARD POLICY 5136)**

A grievance is defined as any act of abuse or harassment directed toward a student while under the supervision of the Norris School District. A grievance from any student should be initiated and processed in the following manner. This procedure is to be followed for any and/or all alleged acts of discrimination.

1. If a student has a grievance or complaint, the person should present the matter to the building principal in an effort to solve the problem informally. The grievance or complaint should be submitted in writing and should be signed and dated by the building principal.
2. If the building principal does not have the power or authority to resolve the problem, the principal shall immediately report it to the superintendent, to be handled as hereinafter provided.
3. If the grievance or complaint is one within the power and authority of the building principal to resolve, the principal shall do so as quickly and diplomatically as possible.
4. If the grievance or complaint is not resolved by the building principal in a manner satisfactory to the aggrieved party within seven (7) calendar days, the aggrieved party shall have the authority to report the grievance or complaint to the superintendent. A copy of the grievance or complaint presented to the building principal should be given to the superintendent. The superintendent should sign and date the grievance or complaint. This report shall be privileged and confidential. Upon receipt of such grievance or complaint, the superintendent shall conduct a personal investigation and undertake to resolve the problem.
5. If the superintendent fails to resolve the problem within ten (10) calendar days or if the aggrieved party is dissatisfied with the determination of the superintendent, the aggrieved party shall then submit his grievance or complaint in writing to the president of the Board of Education. The superintendent may forward a grievance or complaint to the president of the Board of Education if the superintendent believes the resolution of the problem is policy and not administration.
6. The Board of Education shall make an investigation, either as a board or by committee, and shall give the aggrieved party an opportunity to appear before the full board in person, either privately or accompanied by legal counsel, with the right to present facts and witnesses in full hearing. At the conclusion of such investigation, the Board of Education shall, within thirty (30) calendar days, render its determination in writing.

The elimination of grievances is for the best interests of the educational system, and no reprisal of any kind, implied, direct or indirect, shall be involved in grievance procedures.

**SEARCH AND SEIZURE (Board Policy 5145.2)**

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

The following rules shall apply to the search and seizure of items in a student's possession and control:

1. School officials may conduct a search if there is a reasonable basis to believe the search will uncover evidence of a crime or rule violation.
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 seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational purpose may be removed from student possession.

## **BUS RULES**

Because the safety of a number of children is at stake, it is important that all students abide by the following bus rules. Student cooperation with the bus driver and parent assistance in these matters are most important.

1. All students are to remain in their seats any time the bus is moving.
2. All students are to refrain from being too loud or noisy and are to be quiet at railroad Crossings.
3. When crossing a road to board a bus, students are to wait until the bus stops and the stop sign is out. Check with the driver for assurance to depart, check traffic carefully, and proceed safely.
4. When leaving the bus, students are to wait until the bus has come to a complete stop and the stop sign is out. Check with the driver for assurance to depart. Check traffic carefully, and proceed safely.
5. When boarding or departing the bus, students are always to walk in front of the bus within the vision of the driver.
6. Students are not to use profane language; eat or drink food or pop; use tobacco in any form; nor in any way deface or destroy property on the bus.
7. Students are to keep head, hands, and feet inside the windows and out of the aisles.
8. Each student is expected to do his/her part to help keep the bus clean and free from litter.
9. Students are not to bring pets or animals of any kind on the bus. Students wishing to transport big objects such as classroom projects or large musical instruments must make arrangements with the driver ahead of time.
10. Students are expected to conduct themselves appropriately at bus stops.

The same rules and regulations that govern students while in school and which are found elsewhere in this handbook also apply to students anytime when riding the bus or at the bus stops. Exceptions may only be made by the building principal, activities director, or Superintendent of Schools.

Bus drivers are authorized by the administration to use their discretion when handling violations of school bus rules. Bus drivers are authorized at any time to assign students to a particular seat when riding the bus for whatever period of time the driver determines necessary.

## **TRANSPORTATION PICK-UP AND DROP-OFF POINTS**

The school district will provide an opportunity for parents to select one pick-up and one drop-off point for their child/children providing they meet the following guidelines:

1. *Established Routes and Pick-up and Drop-Off Points.* The school district will establish bus routes within the district to and from students' homes or day care centers/baby sitters designated by the parent(s) or guardian(s). Students will have one designated pick-up point and one designated drop-off point.
2. *Occasional Request for Pick-up or Drop-off on Regularly Assigned Bus Route—at a Different Bus Stop.* If the pick-up or drop-off point other than the originally scheduled point is on an individual's regularly assigned route, the student may bring a note to the bus driver to receive permission to be picked up or dropped off at the other site. Phone requests received by office personnel or the bus driver in lieu of written notice may be accepted provided the authenticity of each phone request is verified. Office personnel will notify the bus driver by note, phone, or bus radio.
3. *Occasional Request for Pick-up or Drop-off on a Different Bus Route (Not the Individual's Regularly Assigned Route).* If the requested pick-up or drop-off is on a route other than the regularly assigned route, permission to ride on the requested bus will be granted ONLY if space is available. A note from the

parent/guardian is preferred though phone requests will be accepted if the Norris office personnel can ascertain the authenticity of the call. The principal or designee must determine if space is available before approving the request.

4. *Occasional Defined.* For purposes of sections 2 and 3, an "occasional" request for pick-up or drop-off point different than the designated point means no more than one different pick-up or drop-off point within a thirty school day time period. An exception will be made to permit more than one such request per thirty school day period where the purpose is for custodial visitation at the parent's home which is on a fixed day within each weekly or bi-weekly period that is established by a court order that is given to the Norris office personnel.

5. The school district's route buses will not provide transportation to or from any location not located on an existing bus route as established in section 1.

#### **GUIDELINES FOR HANDLING VIOLATIONS OF BUS RULES (BOARD POLICY 5702)**

The administration authorizes bus drivers to use discretion when dealing with student behavior on school buses. Communication between parents and drivers is a key to good relations and the foundation of good practice, and is encouraged through phone calls or e-mails before problems arise. In the event of serious and/or repeated violations of rules within the current school year, the driver shall document the offenses as follows:

##### **1st offense**

Driver conferences with the student and notifies him/her that the next violation will result in a conference with the bus driver and the building principal. The driver initiates a "School Bus Incident Report" and files it with the Building Principal, who completes it and forwards a copy of the report to the parents along with Student Regulation 5702. Copies of the "School Bus Incident Report" are filed in the student's disciplinary file and forwarded to the Director of Transportation documenting the 1st offense.

##### **2nd offense**

Driver initiates a "School Bus Incident Report" forwards it to the appropriate Building Principal. The principal shall arrange for a conference with the student and bus driver. Disciplinary action or riding constraints will be determined at the meeting by the Building Principal and documented in the completion of the "School Bus Incident Report" of the 2nd offense. The report will be filed in the student's disciplinary file, and copies forwarded to the parents and the Director of Transportation.

##### **3rd offense**

Driver initiates a "School Bus Incident Report" and forwards it to the appropriate Building Principal. The principal will arrange for a conference involving the parent(s), student, and bus driver. Following the conference, the principal will suspend the student's riding privileges for 5 to 15 days or issue another consequence. The principal completes the "School Bus Incident Report" documenting the 3rd offense, files it in the student's disciplinary file, and forwards copies to the student's parents and the Director of Transportation.

##### **4th offense**

Driver initiates a "School Bus Incident Report" and forwards it to the appropriate Building Principal. Any student who is deemed guilty by the Building Principal of a 4th offense shall lose riding privileges for 30 school days or the remainder of the current semester, whichever is longer. The Building Principal completes the "School Bus Incident Report" documenting the 4th offense, files the report in the student's disciplinary file, and forwards copies to the parents and Director of Transportation. Parents may request a hearing with the Asst. Superintendent within 5 days of receiving notification of the 4th offense.

Depending upon the seriousness of the offense, the building principal may suspend riding privileges or issue another disciplinary consequence on the first or second offense. In an emergency situation, the bus driver may stop the bus and radio for school personnel to come and remove the student from the bus before proceeding with the route or trips.

### **III. School Activities**

#### **ACTIVITY TICKETS FOR ATHLETICS**

Students may purchase activity tickets for \$25.00 in the office for admission to all home athletic events except tournaments and district or state sponsored events. Students must show their ticket at the gate in order to be admitted without paying the regular admission price. No family will be required to purchase more than 3 activity tickets. Students who pay the athletic participation fee (\$50.00) will automatically receive an activity ticket as part of that fee. Adult passes are available for \$70.

#### **ACTIVITY TRANSPORTATION**

Students participating in any away activity may ride home with their parents by notifying the coach or sponsor prior to leaving that activity.

Any student riding home from an activity with an adult other than his/her parent MUST have written permission from their parent or guardian. The note must be turned into the coach/sponsor BEFORE the group or team leaves for the activity.

#### **MIDDLE SCHOOL PARTY**

Students must pass ALL classes in the quarter prior to the fall and spring Middle School Parties to be eligible to attend.

The Student Senate will sponsor two parties per school year: one in the fall and another in the spring and are chaperoned by members of the faculty.

Parties for students in grades 5 & 6 will be held from 3:30 - 5:30 p.m. Students will have access to the gym, computer lab and games in the commons areas. There is no charge for the 5th and 6th grade party. Pizza will be available to purchase.

Parties for students in grades 7th and 8th will include recorded music for dancing in the commons area, the gymnasium will be open for basketball, and the computer lab will be available for students to work on the computers. Since a DJ will be hired to provide the recorded music, there will be an admission charge. The party for 7th and 8th graders will begin at 7:00 p.m. and end at 9:00 p.m. Students will need to make arrangements for rides to be available by 9:00 p.m. Doors will not open before 7:00 p.m. School dress code attire is the expectation for middle school parties and dances. Students leaving a party or dance before 9:00 will not be allowed to return. Only students currently enrolled in Norris Middle School will be allowed to attend the parties and dances.

#### **INTERSCHOLASTIC ATHLETICS**

Norris Middle School offers athletic competition in the follow sports:

- 8 grade boys' football; 8 grade boys' & girls' cross country;
- 8 grade girls' volleyball; 8 grade boys' & girls' basketball;
- 7 grade girls' volleyball; 7 grade boys' & girls' cross country;
- 7 grade boys' football; 7 grade boys' & girls basketball;
- 7 & 8 grade boys' wrestling; 7 & 8 grade boys' & girls' track

Each student who plans to participate in athletics must turn in a clearance form completed by a physician stating that the student is physically fit for participation in the sport(s) in which he/she intends to participate. Physical forms and clearance forms are available from the school offices and must be turned in to the health office before the student will be allowed to practice for that sport. Parents must also sign an NSAA sports permission statement and complete a Student's Yearly Update Form. These forms will be mailed to families prior to the start of the school year and available on the school web site under Resources-School Forms-Health Forms. ***In order for a physical to be current and valid for the next school year, the physical must have been completed after May 1 in the year immediately before the year of participation.***

### CODE OF CONDUCT NORRIS ATHLETICS

Any boy or girl is welcome to try out for the athletic teams available to him/her providing the requirements established by the Nebraska State Activities Association and the school is met, and he/she agrees to follow the guidelines established in this handbook. Athletics are very demanding upon an individual, both mentally and physically. Therefore, an athlete is expected to meet certain requirements.

#### 1. Appearance

- a. Athletes will always be neat, clean and well-groomed while participating.
- b. All athletes will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.

#### 2. Attendance at practice and contest

- a. Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, the coach must be contacted in advance. Exception: When the athlete is absent from school, he/she does not need to notify the coach. However, most coaches appreciate knowing the reason why the athlete is absent from school.
- b. Athletes are always expected to be on time for all practices, contests, and departures for contests.
- c. Should an athlete miss a practice or contest without being excused in advance, the athlete may be required to make up this practice, either before or after a regular practice or on an off day, but the total time of the practice will never exceed the normal length of a practice. Should an athlete miss a second practice or contest without being excused in advance, the athlete may be withheld from the next contest in which he/she is scheduled to take part. Should an athlete miss the third practice or contest without being excused in advance, the athlete may be dismissed from the squad for the remainder of the season.
- d. All practices are important, not only to the individual athlete, but to the team as a whole. In some cases where an athlete must miss practice and is excused in advance, the athlete may also be required to spend some extra time before or after regular practices to make up for the practice time lost. This is the only way in which coaches can help the individual regain skills missed out on because of the absence from practice.

#### 3. Regular sleep

- a. All athletes will be expected to follow the hours established by their respective coaches. Failure to do so will be handled by the respective coaches.
4. No participant shall use or possess alcoholic beverages, tobacco or drugs.
5. No participant shall be at a party with the knowledge of the presence of alcohol and other illegal drugs and/or having access to them.
6. No participant shall be convicted of any criminal charge or determined to be a delinquent child under any other circumstances that is indicative of behavior not representative of a good citizen.

## **IV. Enrollment & Technology**

### **BIRTH CERTIFICATE**

All students enrolling in Norris School District #160 for the first time must provide the office with a copy of their birth certificate before being officially enrolled. This certificate must contain the seal from the state of birth. This is required by federal law as part of the Child Find Act.

### **CHANGE OF ADDRESS, PHONE NUMBER, OR EMAIL ADDRESS**

Please update your student/family's address, phone numbers, and email addresses at the beginning of each year on the Student's Yearly Update form. Please notify the office anytime this information changes throughout the year. Middle School Teachers will use email information to send grade reports to parents/guardians as requested.

### **COMPUTER/INTERNET USE** (Reference Acceptable Use Policy)

The Board of Education has established a policy to regulate the use of school computers and access to the net and World-Wide Web. All students must become familiar with those policies and return an assurance statement signed by the student and the parent or guardian that they understand and will comply with these regulations. This is necessary before the student will be allowed to use the school's computers. Students who violate the computer usage policy after having received permission to use the school's computers will have their privileges suspended temporarily or terminated.

All NMS students will be issued a Google account and password through the district's technology department. This account allows access to the Internet, email, documents and online chatting. Students will also be issued passwords for accessing the district's network. Passwords are not to be shared with anyone other than a parent or guardian.

### **COMPUTER USE**

The following rules have been adopted by NSD #160 and are applicable to all computer network users.

**On-Line Conduct:** Any action by a user that is determined to constitute inappropriate use of the school's computers or inhibit other users from using the computers is strictly prohibited.

1. No user shall publish on the school's computers any information that violates or infringes on the rights of any other person or any information that would be abusive, profane, or sexually offensive.
2. To monitor appropriate use of the computer network, the System Operator(s) reserve the right to access any user files on the network, school issued Internet services and accounts, and personal devices accessing the school wireless network.
3. E-mail and other products issued through the Google Applications for Education, should only be utilized for school functions.
4. No liquids or food of any kind should be near the district computers and technology devices.
5. Concerning district owned computers and devices, no software programs are to be downloaded, installed or ran on the network other than those programs provided by the district. Software loaded on district computers must be approved by technology personnel
6. Violations of any of these policies may result in detention, suspension or possible termination of an offending user's account.
7. Students not under the direct supervision of a staff member will have access to district computers in the media center only.

**Copyrighted Material:** Material must not be placed on any computer connected to the school's computers without appropriate licensing documents. No student-purchased programs may be installed on district computers or the school network.

**Disk Usage:** System Operator(s) may set quotas for disk usage on the network. Users who exceed the quota will be advised to delete files to comply or the System Operator(s) will delete the files. All portable disks must be scanned for viruses prior to use.

**Security:** is a high priority. Students should notify the System Operator(s) of any security problem and should not demonstrate the problem to others. Users should not allow anyone else to use their User ID's or passwords. Any misuse of a password to access a User account should be reported to the System Operator(s) immediately. Attempts to login using another User ID will result in termination of computer privileges. Any student identified as a security risk or having a history of problems with the computer system may be denied computer privileges.

**Vandalism:** Vandalism of any kind or severity will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy computer equipment OR to destroy data of another user. Violation may result in disciplinary action in accordance with school policy as stated in the Student/Parent Handbook.

**Restricted Use:** Violations of computer policy may result in loss of computer privileges for a specific time and/or to a specific computer.

**Termination of Account:** The System Operator(s) and/or building administrators reserve the right to suspend or terminate an account with or without cause and/or prior notice. Any User files inactive more than 60 days may be removed without notice given to student.

#### **INTERNET USE**

Internet access is available at Norris and provides vast, diverse and unique resources. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The Internet is an electronic highway throughout the world. Students will have access to:

1. Information and news from research institutions
2. Discussion groups on a large range of topics
3. Access to University Library Catalogs, Library of Congress, ERIC, etc.

With access to computers and people worldwide also comes the availability of material not considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and industrious user may discover controversial information. The school believes the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The guidelines require efficient, ethical, and legal utilization of the network resources.

#### **E-mail Ownership**

E-mail traffic is the property of Norris Public Schools and is not private or confidential. E-mail usage is not allowed by students other than those accounts created by System Operators. Each student is given an email account through the Google Apps for Education product. All activity and usage of this account is subject to investigation of any suspected inappropriate activity.

#### **Acceptable Use**

The Internet is a powerful tool that can greatly benefit students. However, misuse of the Internet can affect the productivity of staff and the performance of the network and hardware infrastructure. The policies listed below define acceptable use of the Internet, promote effective utilization of information technology resources and minimize costs to support Internet access. Misuse or abuse will result in disciplinary action. Records are maintained and may be used to investigate inappropriate activity.

1. All Internet access and use must be limited to actions and transactions necessary for the educational process.
2. Internet access may not be used to perform any illegal activity such as trying to gain unauthorized access into restricted sites (hacking), harassment of any kind, creation of unauthorized Internet sites or pages, or the production of materials deemed offensive.
3. Deliberate spreading of software viruses is strictly forbidden and will result in disciplinary action, including possible long-term suspension and/or a recommendation for expulsion.
4. Large Internet file transfers should be performed during non-prime hours.
5. Computers and network infrastructure are the property of the school district and are provided to enhance the learning experience for students.

#### **Guidelines**

Students are expected to comply with the following procedures:

1. Students and others will follow the above acceptable use statement.
2. Each student is assigned a password that is not to be shared.
3. Sharing of personal notes and non-school related information is prohibited.
4. No student is allowed to access any other user's files.
5. Norris reserves the right to restrict access to Internet sites.
6. Norris reserves the right to retrieve, view or log technology, network or Internet use and to monitor fileserver space utilization of user accounts.
7. All use of the Internet must be in support of education and research consistent with the purposes of the school.
8. Hate mail, harassment, discriminatory remarks, vulgar, obscene and other anti-social behaviors are prohibited on network or Internet.
9. Computer use to transmit or view pornography or other inappropriate information is forbidden.

#### **Consequences**

Notification will be made to parent or guardian or other user of any infraction. Depending on the severity of the infraction, the following consequences may be imposed.

1. Appropriate legal action will be taken.
2. Conference with parent or guardian or other user.
3. Individual access privileges will be revoked.
4. Loss of network use for a determined period of time.
5. School disciplinary action according to school policies, regulations and posted rules.

#### **SOCIAL NETWORKING**

The purpose of this message is to give students information about the risks of social networking. These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. Pictures or writings that show that you have violated student conduct rules may result in school or extra-curricular participation discipline. Criminal charges may be filed against you based on information posted on these sites.

MySpace has published a guide for schools with some suggestions and common sense guidelines that you should follow when using MySpace and the Internet in general:

- MySpace accounts are not for use by individuals younger than 13 years of age.
- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you don't want the world to know (e.g. phone number, address, name, etc.)
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

## **V. HEALTH/SAFETY/EMERGENCY PROCEDURES**

### **PHYSICALS AND IMMUNIZATION RECORDS**

All kindergarten, 7th grade students and all students from out of state, regardless of grade, must have health examinations. Kindergartners and 7th graders must also have a vision exam for external/internal eye health, amblyopia, strabismus, and acuity. Said examinations are to have occurred within the last six months before the beginning of the school year. The office is required to have a copy of these exams on file. Forms for these examinations are available from the school offices.

**NEBRASKA STATE LAW** now requires all school children to be immunized against measles, rubella, mumps, polio, diphtheria, pertussis, tetanus, hepatitis B and varicella vaccine or record of history of disease (chickenpox) is also being phased in as an enrollment of requirement in Nebraska Schools. *FAILURE TO COMPLETE THESE IMMUNIZATIONS WILL RESULT IN YOUR CHILD BEING HELD OUT OF SCHOOL UNTIL HE/SHE IS IN COMPLIANCE WITH THE STATE LAW.*

If your child does not receive these immunizations:

**For medical reasons** - A "Refusal of Immunization for Medical Reasons" statement must be signed by a physician.

**For religious reasons** - A "Refusal of Immunization for Religious Reasons" affidavit must be signed by a parent or guardian and notarized.

### **HEALTH SERVICES**

The health staff provides first aid for many minor injuries, comfort measures for illnesses, and emergency intervention as made possible through CPR/AED and First Aid training and training on providing the Nebraska Asthma/Allergic Reactions Protocol. The health staff maintains student health records of physical examination, health history, immunization, student illness, health screenings, and medication provision. Health staff can also work with parent and physician in developing a plan of care for the school day for students with medical/special needs.

The health staff member or the principal will decide if an injured or ill student at school needs to be sent home or to a medical facility. In the event of an emergency, emergency services may be contacted and parents/guardians are contacted as soon as is possible. Treatment of injury or illness occurring outside school jurisdiction is not the responsibility of the school. No treatment of injury, except first aid, is permitted in the school. A dressing put on by a physician cannot be removed at school.

No student is to be in possession of medication of any type in school unless special circumstances exist and prior arrangements have been made through the health office. Written permission from parent and doctor is required for students to self-administer medications (i.e. inhalers.) In order for the health office staff to provide prescription medication during school hours, a written permission from the prescribing physician and from the parent/guardian must be on file. Current prescription labeling on the medication container can be accepted as the physician's permission for the medication to be provided at school. Written permission can remain in effect for the duration of one school year and then must be renewed for the next school year. Changes to the prescription must also be conveyed to the school in a written form from the prescribing physician and parent/guardian.

If a student requires non-prescription "as-needed" medication while at school, a parent/guardian must also provide written permission for the school to provide this medication. This permission has to include student name, medication name, dosage, frequency, and reasons to give the medication. Written permission is valid for the duration of one school year. Products not approved by the FDA will not be provided by the school. Over-the-counter medication given at a dosage above that recommended by product labeling is considered prescription dosing, requiring prescription medication permission. The school health offices maintain a stock supply of ibuprofen 200mg tablets and acetaminophen 325mg tablets. The elementary health office also maintains a supply of liquid acetaminophen. Students can be provided

medication from this stock supply if written permission has been filed by the parent/guardian. This permission can be granted each school year by completing the stock medication section of the "Yearly Student Update" form. If students frequently require these medications, parents are asked to provide the medication to school in its original labeled container.

Medications for use at school must be in their original prescription-labeled container or original manufacturer-labeled container. Allergy information should be filed on any student requiring medication. Permission forms for school provision of medication are available from the health offices or from the school web site under "Resources-School Forms-Health Forms."

Students with a suspected contagious condition such as pink-eye, impetigo, or lice will be excluded from school until clear, or until a physician's permission to return to school is presented. Students with a temperature of 100° F or over will automatically be excluded from school. Students who have been out of school because of contagious disease must present written permission from their physician to return to school and must check in with the health office before returning to the classroom.

#### **STUDENT HEALTH CONCERNS**

Norris Health Office staff will not disclose a student's health condition to Norris educators or support staff without having a parent/guardian's written consent for disclosure on file. This consent for disclosure has to be renewed annually and can be accomplished by completing the "Student's Yearly Update " form, which is mailed to Norris families prior to the beginning of the school year.

Parents of children with health concerns (such as asthma, epilepsy, diabetes, or a heart condition) are asked to complete a plan of care with instructions for daily and emergency interventions. Care plans should be updated yearly. Forms are available from the health office or on the school website under resources-school forms-health forms; or parents can meet with the school nurse to develop a plan of care.

#### **ALLERGIES**

Norris School District 160 is committed to providing a safe and nurturing environment for students. The Board of Education understands the increasing prevalence of life threatening allergies among school populations.

Norris School District 160 is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students. The risk of exposure to allergens can be reduced in school settings. The focus of allergy management shall be on prevention, education, awareness, communication, and emergency response.

Policy 5602 of Norris School District 160, provides all students, through necessary accommodations where required for students with disabilities, the opportunity to participate in all school programs and activities for which they are eligible. The superintendent shall direct staff to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for district programs.

#### **SCHOOL CLOSING**

Occasionally it is necessary to cancel school, delay the start or dismiss early because of inclement weather or bad road conditions. If one of the above should become necessary an announcement will be made on area radio stations 1400 KLIN, 1240 KFOR, 1450 KWBE, 96.9 FM KZKX, 1110 KFAB, KFRX, BLAZE, EAGLE, KLMS and television channels 8 and 10/11. School closing information will also be available on the district web site [www.norris160.org](http://www.norris160.org).

Occasionally it is necessary to cancel school, delay the start until 10:00, or dismiss early because of inclement weather or bad road conditions. The Norris website and the phone messaging service will provide school closing information. It is possible to receive e-mails and text messages alerting you to when school is being closed. Go to the Norris home page and click on the ALERTS link. You will be

asked to sign up and confirm your phone number or e-mail address to receive Norris School announcements.

Please tune to one of the stations listed previously if you suspect school may be cancelled, dismissed early, or start late. If school should begin at 10:00 a.m. rather than 8:30 a.m., buses will run an hour and a half later than normal.

Please do not call the school or school officials when you have questions concerning the closing of school. Every attempt is made to have the decision finalized by 6:15 a.m. A problem that can occur is that after the decision is reached, it may take from several minutes to an hour to notify all the stations listed above.

If school is canceled the previous evening, all of the above are notified by 9:30 p.m. Whenever there is inclement weather, please listen to the above media for possible school closing.

#### **EMERGENCY PROCEDURES**

The Norris School District annually updates its Crisis Response Plan. Our primary objective is to attend to the health and welfare of your child/children in the event of a crisis. In most emergencies, your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school building that prohibits re-entry to the building (such as a broken water main or a fire) elementary and middle school students will be accompanied to a predetermined alternate site. High school students will go to an alternate site or be dismissed to return home for the day.

**We ask that you follow this procedure if you hear of any school emergency:**

1. If you have Internet access, check the district web site
2. Turn on your radio or television to the stations cited above under "School Closings".
3. Please do not come to school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get into the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.
4. If a student is injured, we will be calling the parents at home or work.

**See PARENT ADDENDUM for the following additional handbook notices:**

Special Education Services

Notification of Rights under FERBA

Notice Concerning Directory Information

Extracurricular Activity Philosophy & Parent Involvement