

**2007-08
NORRIS HIGH SCHOOL
STUDENT/PARENT HANDBOOK
TABLE OF CONTENTS**

General Information	3
Absentee Homework.....	3
Auditorium	3
Bell Schedule	3
Bus Regulations	3
Cell Phones.....	4
Change of Address	5
Computer and Internet Use.....	5
Crisis or Emergency Response Procedures.....	7
Crisis Assistance Team.....	7
Daily Bulletin and Announcements	8
Dance Rules.....	8
Dress and General Appearance	8
Dues.....	8
Emergency Procedures.....	8
Guidance Service	8
Health Aide.....	8
Homebound Program.....	9
Insurance.....	9
Lockers.....	9
Lost and Found Articles	9
Lunch Accounts and Procedures	9
Media Center.....	9
Medications	9
Notice of Nondiscrimination	9
Parent Conferences	9
Parking and Driving Regulations.....	9
Personal Property at School	9
Physicals and Immunization.....	9
School Closing	10
School-Sponsored Activities	10
Search and Seizure.....	10
Snack Machines.....	10
Soliciting.....	10
Student Fees and Material Requirements	10
Student Passes	11
Textbooks.....	12
Visitors.....	12
Instruction	12
Accreditation	12
Cheating.....	12
Transferring/Checking Out/Drop	12
Drop and Add Information	12
Grading System/Class Rank/Honor Roll.....	12
Graduation Requirements	13
Progress Reports	13
Report Cards.....	13
Requirements for Receiving a Passing Grade.....	13
Unassigned Time	13
Student Classification.....	14
Transcripts.....	14
Student Behavior Codes and Rights	14
Attendance Policy.....	16
State Law	16
Purpose of the Policy	16

Scope of the Policy	16
Excused and Unexcused Absences and Truancy	16
Attendance Procedure	17
School-Sponsored Activities	17
Student Attendance at Activities	17
Extended/Anticipated Absence	17
Tardies	17
Activities	17
Activity Passes/Tickets.....	17
Conduct at School Activities & Convocations	18
Rules and Procedures for Activity Trips.....	18
Absence, Effect on Participation in Activities	18
Athletic Fee	18
Physical Examinations	18
Eligibility	17
Code of Conduct	19
Penalty	20
Due Process Rules of Procedure.....	20
Signature Page.....	22

NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURE

Norris School District 160 does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Galen Boldt, Assistant Superintendent
 Norris School District #160
 25211 South 68th Street
 Firth, NE 68358
 Phone: 402-791-0000

If parents, employees and students do not feel that their complaints regarding Title IX and/or Title VI, section 504 have met with resolution at the local level, they can appeal their grievances to:

Regional Department of Education
 Office for Civil Rights
 8930 Ward Parkway, Suite 2037
 Kansas City, MO 64114
 816-268-0550
 FAX: 816-823-1404
 TDD: 800-437-0833

GENERAL INFORMATION

ABSENTEE HOMEWORK

When a student is absent for a period of two or more days due to medical condition or illness, the parents are encouraged to contact teachers to obtain makeup work. When a student is going to be absent (other than illness), it is the student's responsibility to contact teachers in advance to get assignments and make arrangements with the teachers accordingly.

AUDITORIUM

The auditorium will serve as a source of community and school pride for many years to come. It features state of the art equipment and design. Students should take care of it and treat it as a real "showcase" for displaying the talents of those who perform there. Show your pride in the building by discouraging vandalism and by helping to keep the facility looking like it is brand new. The following safety and use regulations apply:

1. Feet must be kept off seats and backs of theatre chairs.
2. Absolutely no food or drinks will be allowed in the auditorium.
3. Stairs must be kept clear.
4. Sets and props should be kept clear of the fire curtain space.
5. Railings on lofts must be kept in position except when materials are being moved into or from the lofts.
6. Fire exit hallways must be kept clear. There must be nothing stored in those hallway areas either permanently or temporarily.
7. Students should not be permitted to work, climb, play, etc. in the auditorium, sound booth or dressing room without the direct supervision of the teacher using the facility.
8. No one should change bulbs in or move theatrical lighting instruments unless properly certified and authorized to do so by the auditorium coordinator.
9. Lighting fixtures and/or sound equipment are not to be removed from the auditorium unless authorized by the auditorium coordinator or superintendent.
10. No one should operate the lighting or sound equipment unless properly certified and authorized to do so by the auditorium coordinator.
11. No one should be in the lofts or on the catwalk except under the direct supervision of the teacher using the facility.
12. Under no circumstances should any unauthorized persons be in the dimmer panel room that should be locked at all times.

BELL AND PERIOD SCHEDULE

<u>Period 1</u>	<u>Period 2</u>	<u>3rd Period IAP</u>	<u>Lunch & 4th Period</u>	<u>5th Period</u>
8:30-9:20	9:25-10:55	11:00-11:50	11:50-1:55	2:00-3:30

BUS REGULATIONS

Because the safety of students 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 is most important. The same rules and regulations that govern students while in school also apply to students when riding the bus.

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 become completely quiet at railroad crossings.
3. When crossing a road to board the bus, students are to wait until the bus stops and the stop sign is out before starting to cross. Students should 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 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, drink, or 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 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 large objects such as classroom projects or large musical instruments need to check with the driver ahead of time.
10. Parents wishing to have their child ride a bus other than the assigned bus or to be let off at a different location on a particular day must send a written note with the child to school that morning. The note must be signed by respective building personnel. (Note: Permission to ride a different bus may not be granted in all instances since some buses may be near or at capacity.)
11. Students are expected to conduct themselves appropriately at bus stops.

Guidelines for Handling Violations of Bus Rules

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 students' 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 trip.

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 the request is within the following parameters:

- 1) The school district will establish bus routes within the district to and from students' homes or day care providers designated by the parent(s) or guardian(s).
- 2) Occasional requests for pick-up or drop-off on regularly assigned bus route at a different bus stop will be allowed if the student provides a note to the bus driver.
- 3) Occasional requests for pick-up or drop-off on a different bus route will be allowed only if there is space available on the bus and if a note from the parent/guardian is signed by office personnel and then presented to the bus driver.
- 4) The school district's route buses will not provide transportation to or from any location not on an existing bus route.

CELL PHONES

Cell phones need to be contained in purses, pockets, locked in lockers, or kept in backpacks, and must never be on the audible ring mode during school hours. Use of cell phones during the lunch period only is permitted in the east entrance area and east patio. Students must never use a cell phone in the hallways or classrooms, including for the purposes of gaming and text messaging. Cell phones should not be visible in classrooms or the hallways. Text messaging during class is unacceptable and the use of picture phones in class is not permitted. Students who do not comply with appropriate use of this technology will have their cell phone confiscated until the end of the day and may face other disciplinary consequences. When a student's cell phone has been confiscated for a third time, it will not be returned to the student must be retrieved from the office by a parent/guardian instead.

CHANGE OF ADDRESS

Any change of address, telephone number, parent or guardian must be submitted to high school office personnel immediately.

COMPUTER/INTERNET USE

Norris' home page: www.norris160.org Voice mail: 402-791-0001

Each PC is connected to our district network system. Each user has to logon to the network to use a computer. When students login to the system, they are given a blue screen. No other color screen is to be used by a student for any reason. Student network ID's and passwords are not to be shared with other students. Each student has a "Z" drive where all information is to be stored.

Software: All software loaded on district computers must be approved by technology personnel

Internet: Most computers in the school are Internet accessible. At the beginning of each year, students must have a parent permission form signed and returned to school before being allowed to access the Internet. Students not cleared for Internet access are not able to visit a site utilizing an Internet Browser (Internet Explorer). All Internet access for students is filtered using a program called Symantec Web Security that is set to filter pornography, guns and violence, hate groups and other objectionable sites. In addition, all Internet logs are kept and analyzed for appropriate behavior.

Laptops: Laptops are available for checkout. Students can check out laptops through the Technology Coordinator. To check out a laptop, students must complete a checkout form, have a parent permission form and a teacher signature indicating the need for the laptop to complete assignments. A deposit is required and laptops are due back by 8:00 a.m. the following day.

Distance Learning Lab: Classes not currently taught by Norris staff are available through the Distance Learning Lab. The Southeast Nebraska Distance Learning Consortium includes over 70 schools that have access to instruction over the network. Students interested in instruction over the Distance Learning Network should see the guidance counselor.

Staff Home Pages: Web space is provided for staff, department or organizational home pages for information pertinent to classes or organizations.

Acceptable Use

Use of technology at Norris is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with technology will provide a student with many of the job readiness skills required by our business and educational community. Other users will also improve needed skills. Each user is given the privilege of using authorized hardware and software found on school grounds in order to give students and others the opportunity to enhance their learning.

Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This prohibition includes, but is not limited to, plagiarizing copyrighted materials, transmitting threatening or obscene materials, or accessing materials protected by trade secret or that are classified government information. Use of technology at or through the Norris School District for non-educational commercial activities, and product advertisement or political lobbying are also prohibited. All board policies and school regulations apply to the use of technology and the network to support the educational goals of this school.

COMPUTER USE

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

Authorization Required: No student may access or use the network until authorization has been provided by a System Operator after the student handbook page has been signed and returned to the office.

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.
3. No student may use E-mail without prior authorization from a System Operator.

4. No liquids or food of any kind should be near the computers.
5. No software programs are to be downloaded, installed or ran on the network other than those programs provided by the district.
6. Violations of any of these provisions 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 computers in the media center only.

Copyrighted Material: Copyrighted 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 the network.

Disk Usage: The 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 floppy disks must be scanned for viruses prior to use.

Security: 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 UserID'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 UserID 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 for specific classroom usage. The school maintains E-mail and Internet records that may be used to investigate 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.

CRISIS OR EMERGENCY RESPONSE PROCEDURE

The teaching staff has been trained in emergency response and will direct students in the event of a crisis. The nature of crisis situations requires a heightened sense of cooperation and focus, and all students will be expected to behave accordingly.

Fire – An alarm will sound to signal that the building is to be evacuated immediately according to posted exit procedures. Students should proceed past the sidewalk to the parking lot and await further instructions.

Teachers are to remain with their classes outside the building. One short blast is the all-clear sign.

Tornado – The alarm warning and all-clear information will be broadcast over the intercom system. Posted emergency procedures should be followed immediately at the time of the warning. Students should sit on the floor with knees up and head covered with their hands. Remain in this position until the all-clear signal is given. Always keep as far away from windows as possible. **DO NOT OPEN ANY DOORS OR WINDOWS!!** When possible, students should take a protective position under heavy furniture (tables or desks).

INTRUDER IN BUILDING, HOSTAGE SITUATION OR BOMB THREAT – Students are required to remain in or go to a secured classroom immediately and follow the instructions of the staff member in charge of the room. The warning about such an event is an all-call announcement as follows: "AS PART OF SAFETY PROCEDURES, TEACHERS PLEASE SECURE YOUR CLASSROOM AND CHECK YOUR E-MAIL." The staff member will provide information and necessary instructions to maintain the safety of all students. The all-clear signal will come over the intercom in the form of the following announcement: THE SITUATION HAS BEEN RESOLVED, AND STAFF AND STUDENTS MAY RETURN TO THEIR GENERAL ROUTINE."

CRISIS ASSISTANCE TEAM

Norris has a team of staff members trained to provide help or resources dealing with the aftermath of a crisis. Any situation surrounding the death or serious illness of a staff member or student, threat of suicide, or general information about circumstances that compromise student safety should be reported to the administration immediately.

DAILY BULLETIN AND ANNOUNCEMENTS

Announcements and reminders will be published and read daily. All announcements should be submitted to the office. Only school-related announcements will be in the bulletin. The bulletin is on the Norris website. All hallway postings must be approved in advance by the office.

DANCE RULES

1. All students who come to the dance are to stay inside.
2. If students leave, they will not be readmitted.
3. Dances are intended for Norris High School students. Outside dates must be signed up in the office and approved by the administration prior to the dance. No middle school students are allowed to attend high school dances.
4. No students will be admitted to a dance after it has been in progress for 30 minutes unless prior arrangements have been made with the sponsor and administration.
5. Beginning times will be determined by the sponsor and administration. Dances will end no later than 11:30 p.m.
6. All school rules apply to dances.
7. Specific student dress at dances may be determined by the sponsor.

DRESS AND GENERAL APPEARANCE

A dress code has been implemented to nurture a learning environment for students and allows for individuality yet reflects dignity and respect for themselves, other students and the Norris community. Good grooming and appearance are important. 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 as 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 words that may be offensive to others or considered objectionable will not be allowed.

Specific Guidelines

1. Shirts or blouses must cover the midriff at all times.
2. All tank tops must have a shoulder strap at least 2" in width.
3. All mesh, sheer or see-through attire is prohibited.
4. Low cut, halter, backless or otherwise revealing tops are not allowed.
5. Muscle-type shirts and midriffs are prohibited.
6. All shorts/dresses/skirts are to be mid-thigh or longer. With arms hanging at the side all fingers extended, the length of clothing must extend beyond the tip of the longest finger.
7. Pants should not sag, and the waist must remain above the hipbone.
8. Clothing that has words, statements or images relating to alcohol, drugs, tobacco, gangs, violent behavior, profanity, or anything sexually suggestive is prohibited.
9. Hats, caps, bandannas, sweatbands, stocking caps, do-rags, scarves and visors are prohibited. Sweatshirt hoods should not be worn over the head.
10. Sunglasses are prohibited unless prescribed by a physician.
11. Jewelry or other accessories with sharp edges that could be considered dangerous are prohibited.

Students who violate the dress code standard will be asked to comply with the standard. They may be issued clothing that does comply, or be required to change into something that is acceptable. The principal may dictate that certain attire not be worn again. Students who refuse to comply will be excluded from class, or subject to further disciplinary action including possible detention or suspension.

DUES

No local dues shall be collected by any class or organization.

GUIDANCE SERVICES

Guidance services are available for all students in grades 9-12. A full-time counselor administers the guidance program including comprehensive standardized tests. Students may discuss their educational plans and personal problems with the counselor.

HEALTH AIDE

The services of a health aide are available in case of an emergency, for conferencing on health problems and as a classroom resource person.

HOMEBOUND PROGRAM

Students who are physically unable to attend regular academic school programs are eligible. Generally speaking, a student must be in need of home or hospital services for a period of at least two weeks. A note from a physician indicating such a need is required. Homebound instruction will be coordinated by the guidance counselor and school psychologist.

INDIVIDUAL ACADEMIC PERIOD (IAP)

All books and materials needed are to be brought to IAP at the beginning of the period.

INSURANCE

Insurance is available for students. They must enroll and pay the premiums to be eligible for the benefits. If medical costs exceed scheduled coverage, the parents or guardians will absorb the balance. Forms are available in the office.

LOCKERS

Padlocks will be provided by the school and checked out by office personnel at the beginning of the year if you desire a lock for your locker. Personal locks are not to be used. Failure to return a functioning padlock at the end of the school year will result in a \$10 fine.

Locker use at Norris High School is a privilege. Lockers are the property of the school and are subject to periodic, random inspection by school officials and law enforcement officers. Locker privileges may be revoked for unauthorized locker use or failure to maintain a locker that is clean, neat, and in good repair at all times. Inappropriate or profane pictures or content in lockers will be confiscated. Locker violations including illicit or illegal matter in lockers will subject a student to other discipline including suspension or expulsion at the discretion of administration.

LUNCH ACCOUNTS AND PROCEDURES

As per the Nebraska State Competitive Foods Policy through the USDA national school lunch program, no competitive foods anywhere on campus may be purchased or consumed from ½ hour before until ½ hour after breakfast or lunch.

MEDIA CENTER

1. A media center is provided for research, assistance and recreational reading.
2. A media specialist and aides are on duty to assist students in the center.
3. Magazines are provided for research and recreational reading and articles are not to be torn out.
4. The media center is not a student lounge.
5. Classroom rules apply.

MEDICATIONS

If prescription medication must be taken during the school day, the medication must be in the original prescription container and kept in the health office along with a note from the doctor or parent. Non-prescription medications must also be in the original container and kept in the health office. If deemed necessary, Tylenol or Ibuprofen (NO ASPIRIN) will be provided only after parental approval has been obtained.

PARKING AND DRIVING REGULATIONS

Cars are to be parked in an appropriate parking stall on school property. Students are not to park on the east side of the building. When students arrive at school, they are to park immediately and enter the building. Students may be fined for parking violations. During the school day, cars cannot be moved without administrative permission, or until a student is dismissed for the day. This includes lunch period. Violations may result in assigned detention or loss of driving privileges on school property. There is to be no loitering in the parking lot. Defensive driving is extremely necessary. License numbers of all vehicles driven to school must be registered in the office.

PERSONAL PROPERTY

Students are encouraged not to carry large sums of money at school or at school activities. Valuables are not to be left in unlocked P.E. or hallway lockers, dressing rooms or classrooms. Personal property is the responsibility of the students.

PHYSICALS AND IMMUNIZATION RECORDS FOR STUDENTS

Students enrolling from out of state are required to have a physical within sixty days. Yearly dental examinations are required by the State Health Department.

Students must provide proof of immunizations, including the month and year in accordance with Nebraska State Department of Health and Norris board policy. A summary of health regulations may be acquired from the health aide, 791-0010. It is necessary for students to have either an adequate immunization history or a signed REFUSAL OF IMMUNIZATION STATEMENT on file. Students not in compliance with these requirements may be excluded from school in the event of an outbreak of disease.

SCHOOL CLOSING

If inclement weather should cause the closing of school, an announcement will be made on area radio stations 1400 KLIN, 1240 KFOR, 1450 KWBE, 96.9 FM KZKX, 1110 KFAB, and television channels 8 and 10/11. School closing information will also be available on the district web site, www.norris160.org.

SCHOOL SPONSORED ACTIVITIES

Students are to be in school on time the day of an activity and in attendance all day to be allowed to participate. A student who is ill is not to attend a school activity. In extreme cases, a student who is not in school all day may attend an activity if administrative approval was granted prior to the date of the activity. This includes practices and activities.

SEARCH AND SEIZURE

The school exercises exclusive control over school property, including lockers and desks. Students should not expect privacy regarding items placed in or on school property since school officials have the right to search school property at any time. Periodic, random searches of lockers may be conducted at the discretion of the administration. The following rules shall apply to the search and seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable suspicion to believe the search will uncover evidence of a crime or rule violation.
2. Items determined to be a threat to the safety of others or interfere with educational purposes may be seized by school officials. Firearms shall be confiscated and delivered to law enforcement officials.
3. Items used to disrupt or interfere with educational processes may be taken from the student.

SNACK MACHINES

Snack machines located in the front commons area will be off during the school day. Students are to properly dispose of containers and wrappers. Spills are to be cleaned up immediately. The use of the snack machines is a privilege and violation of the privilege will result in the machines being off for a period of time determined by the administration. Students are not to use the vending machines in the teacher workroom. All machines are used at student risk; money will not be reimbursed / refunded as a result of machine malfunctions.

SOLICITING

Students are not to do any selling in school or conduct any fundraising projects unless approval has been granted by the sponsor and Activity Director.

STUDENT FEES AND MATERIAL REQUIREMENTS

Clothing recommended for courses and activities

- +Physical Education – t-shirt, shorts, tennis shoes with laces.
- +Welding – coveralls or shirt, leather shoes, long pants, approved welding gloves.
- +*All clothing must adhere to the general guidelines for student dress.

Recommended personal or consumable items

All courses - pencils, pens, paper, erasers, notebooks, binders, computer disks. Students will be given an allowance of 40 pages of computer printing every 60 days. Pages not used during the 60-day period will roll over to the next 60 days. Students who surpass this amount will be required to purchase additional pages from the school.

Calculus – graphic calculator (can be rented from the school for \$20.00)

Chemistry – calculator

*Painting – sketchbook, drawing kit, silkscreen film, t-shirt fabric, vinyl for decals

*Intro to Art and 2-D Design – sketchbook, drawing kit

*Adv. 2-D Design – sketchbook, drawing kit, silkscreen film, t-shirt fabric, vinyl for decals

*Ceramics/Adv. Ceramics – clay, glaze

*Culinary Arts - \$16 for Apron and thermometer

*Sculpture – clay, soapstone for carving, pewter for metal casting, plaster of paris for molds

Materials recommended for course projects

*Floriculture – flowers for arrangement

- *Woods – materials for personal projects
- *Machine Tool – materials for personal projects
- *FCS – materials for personal projects

Band – instrument can be rented from school for \$50.00

*Instrument supplies, including reeds, slide/valve oil, cork grease, sticks, etc.

***Supplies for projects that become the property of students can be purchased independently or through school.**

Specialized equipment or attire required for participation in an extra-curricular activity

*Marching Band – shoes, white gloves

Concert Band – black pants, skirt or dress, white shirt, tie for boys

Concert Choir/Titan Singers – boys wear dark or khaki dress pants, dark socks, dark dress shoes, collared shirts; girls wear dresses or skirts of appropriate length, tan hose, dark dress shoes

*Show Choir costume – cost will vary depending on choice of uniform

*Colorguard – cost will vary depending on choice of uniform

*Winterguard – cost will vary depending on choice of uniform

***Approved attire can be purchased independently or through the school.**

Fees required for participation in extra curricular activities

Marching Band – band camp, \$15.00; uniform cleaning, \$10.00

Concert Choir/Titan Singers – robe cleaning, \$10.00

Musical – Costume-\$45

Show Choir-uniform, \$150-\$300

Cheerleading – uniform, \$400.00; shoes, \$50.00; camp, \$200.00

FBLA – state and national dues, \$10.00; Nebraska Fall Leadership Conference, \$20.00; National Fall Leadership Conference, \$200.00; National Leadership Conference, \$850.00; Path to Success Conference, \$13.00; t-shirt, \$10.00

SkillsUSA-Vica – state and national dues, \$11.00; state convention, \$35.00 plus hotel accommodations; national convention, \$35.00 plus hotel accommodations

FFA – official dress, \$60.00; state and national dues, \$15.00; leadership workshops, \$25.00

International Thespian Society – membership fee, \$25.00

Student Council – t-shirt, \$15.00; district and state conventions, fee determined by state and district guidelines; partial registration for summer workshop

Field trips – fee required for admission or cost of event that is focus of trip

Supervised activities – all fees for activities that don't count toward graduation

Student spectators – admission and transportation fees

Fees required for postsecondary education costs

Tuition costs, books, fees and resource materials associated with obtaining credits from a postsecondary institution

Fees required for breakfast and lunch programs

Breakfast – Prices to be determined and published in District Newsletter

Lunch – Prices to be determined and published in District Newsletter

Ala carte line available with food items individually priced

Student Fee Waiver Application

Families are eligible for fee waivers if they meet the income guidelines for free or reduced price lunches. A separate application for fee waivers must be filed. The forms can be obtained from the district office.

STUDENT PASSES

Students are not to be allowed out of the classroom during class unless it is necessary or an emergency. Each student will receive a student handbook at the beginning of the year, or upon enrolling in the school. Students must have a signed pass indicating where students are going. Students in the halls without a pass or without an explanation for being out of class properly recorded will be referred to the administration for disciplinary action, including a warning, detention time, or loss of pass privileges. Students in locations not authorized by the pass will also be subject to office referral.

TEXTBOOKS/EQUIPMENT

Students are responsible for the textbooks issued to them during the school year. Students who do cause damage to books will be required to pay the cost of repairing or replacing the book. Fines for textbooks will be assessed according to the following schedule:

Lost or damaged beyond repair	Replacement cost
Missing two covers	Replacement cost

Missing one cover	Price of rebinding
Loose cover	\$1.00
Missing page	\$1.00
Torn page	\$.50
Defaced page	\$.50

Let each of us do our share to keep school property in the best possible condition. Students will be assessed a fine (\$1 per book) to retrieve books and materials that are left lying around, i.e. lunchroom, benches in hallways, etc. Students who lose their P.E. locks will pay replacement cost. Students using school equipment will be responsible for replacement cost of **damaged, destroyed or lost school property**.

VISITORS

Student visitors are prohibited. This includes the lunch period unless prior permission of the office has been granted.

INSTRUCTION

ACCREDITATION

Norris High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards to meet requirements set forth by the State of Nebraska Department of Education. The athletic classification is Class B. The school is considered a Class III in organization.

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.

TRANSFERRING/CHECKING OUT OR DROP

Any student leaving school or transferring to another school must have written documentation from a parent/guardian indicating the reasons for leaving. A checkout sheet obtained from office personnel must be signed by the student's teachers after all books and materials have been returned or assessments have been paid. Clearance must be obtained in all areas listed on the checkout sheet, including locker inspection. The checkout sheet is to be returned to the office and final assessments are to be paid.

DROP AND ADD INFORMATION

Students are allowed to add classes to their schedules for the first five days of the semester. Drops or additions after five days will be allowed with teacher permission.

Students are allowed to drop classes during the first five days of the semester. After this time, a Drop Pass (D/P) or Drop Fail (D/F) as indicated by the teacher will become part of the student's permanent record and will have a direct effect upon the grade point average and class rank. Schedule changes will be very few and are difficult to make.

GRADING SYSTEM/CLASS RANK/HONOR ROLL

Students will receive letter grades on report cards and transcripts. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. The following scale will be used to assign letter grades and a grade point average from a percent.

<u>Letter</u>	<u>Percent</u>	<u>GPA</u>	<u>Letter</u>	<u>Percent</u>	<u>GPA</u>	<u>Letter</u>	<u>Percent</u>	<u>GPA</u>
A+	98-100	4.0	A	95-97	4.0	A-	92-94	4.0
B+	89-91	3.5	B	86-88	3.0	B-	83-85	3.0
C+	80-82	2.5	C	77-79	2.0	C-	74-76	2.0
D+	71-73	1.5	D	68-70	1.0	D-	65-67	1.0
F	0-64							

Class rank is calculated at the end of each semester by the accumulating grade average. A grade of pass has no point value in GPA's and class rank. Grade points are as follows:

<u>Letter</u>	<u>GPA</u>	<u>Letter</u>	<u>GPA</u>	<u>Letter</u>	<u>GPA</u>
A+	6.0	A	5.5	A-	5.0
B+	4.5	B	4.0	B-	3.5
C+	3.0	C	2.5	C-	2.0
D+	1.5	D	1.0	D-	.0
F	.0	D/F	.0		

Three honor rolls are published: Straight "A", 4.0; Honor Roll, 3.5-3.999; Honorable Mention, 3.333-3.499. Students must carry at least 30 semester hours (excluding pass/fail classes) to be eligible for honor roll. The exception would be students taking a college course for which a quarter grade is not available if the students are enrolled in at least six classes, including college classes and excluding pass/fail classes. Incomplete grades and grades below a C- will automatically eliminate a student from consideration for the honor roll.

GRADUATION REQUIREMENTS

The following shall be the **minimum graduation requirements** for Norris High School:

1. Students must earn a total of 240 credit hours.
2. Courses that meet five days per week for a full semester receive five hours of credit.
3. The following are the requirements for **all** students:
 - a. 40 hours of English, including grammar, composition and speech
 - b. 30 hours of social studies, including 10 hours of American History, 5 hours of Civics and 5 hours of Global Perspectives
 - c. 30 hours of mathematics
 - d. 20 hours of science
 - e. 10 hours of physical education, including 5 hours of Personal Fitness
 - f. 5 hours of computer literacy at the 9th grade level
 - g. 5 hours of vocational education from the agriculture, business, home economics or trades and industry departments
 - h. 5 hours of fine arts from the art, music or speech and drama departments. Speech 10 does not meet this requirement
4. A student desiring to graduate in less than eight semesters must obtain an application from the high school principal prior to the completion of the first semester of the senior year, and approval must be granted by the principal and superintendent,

PROGRESS REPORTS – DOWN LISTS

Progress reports are mailed or emailed to parents at mid-quarter. Teachers provide real-time, ongoing grade updates through Parent Connect. All parents are encouraged to use the Parent Connect system for electronic grade book access and to check it regularly. Parents are further encouraged to contact the guidance counselor or specific teacher to discuss educational needs for students with failing grades.

REPORT CARDS

Report cards are issued quarterly. Report cards will be sent in the mail.

REQUIREMENTS FOR RECEIVING A PASSING GRADE IN ANY COURSE

1. Students will complete assigned work satisfactorily.
2. Students who fail a test or maintain a failing status may be given the opportunity to make up work at the discretion and direction of the teacher.
3. Students who are on the down list more than once may be required to spend time with the teacher before or after school, or during lunch to receive additional help. Failure to show up for these work periods may result in disciplinary action.
4. No student will receive credit if he/she has failed to meet the discipline requirements.
5. Students will receive passing marks as determined by the teacher.

UNASSIGNED TIME: SENIORS

Unassigned time is an unstructured study period where seniors are given the responsibility of using the time wisely to complete school work. They are not required to be in a classroom, but they are subject to all rules and regulations as outlined in the handbook.

1. Must be a senior and maintain a 3.5 cumulative GPA to be eligible for unassigned time.

2. If you have "Unassigned Time" 1st or last periods, you are expected to be in school on time and not leave the building early.
3. You are not to be seated in or roam the halls. You are free to be in the following areas:
 - a. Mega Lab
 - b. Media Center
 - c. Career Center
 - d. MPR/Cafeteria
3. Abusing this privilege by disrupting classes or violating any of the guidelines will result in automatic forfeiture of the privilege, and the student will be assigned to a study hall.
4. Unassigned time earns no credits

STUDENT CLASSIFICATION

Freshman	0-60 credits	Junior	121-180 credits
Sophomore	61-120 credits	Senior	180-over credits

TRANSCRIPTS

Upon request and authorization, a transcript detailing a student's grades and credits will be sent to colleges, technical schools or any other authorized institution.

STUDENT BEHAVIOR CODES AND RIGHTS

Grounds for Detention, Short-Term Suspension, Long-Term Suspension, Expulsion and/or Mandatory Reassignment:

The following types of student conduct shall constitute grounds for detention, 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 event.

1. **INSUBORDINATION**
Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority. Includes failure to abide by building and/or classroom rules.
2. **USE OF LANGUAGE & CONDUCT**
The use of language, written or oral, or conduct, including gestures and conduct which is profane or abusive to students or staff members. Swearing or foul language will not be tolerated. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
3. **SEXUAL ASSAULT**
Sexual assault or attempting to sexually assault any person.
4. **CAUSING PERSONAL INJURY**
Causing or attempting to cause personal injury to a school employee, volunteer, or to any student. Engaging in activities that have the potential to seriously affect the health, safety, or welfare of any student, staff member or person or seriously interferes with educational processes.
5. **THEFT AND VANDALISM**
Willfully causing or attempting to cause substantial damage to school property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property. Restitution may be required.
6. **CLOSED CAMPUS**
Norris High School has a CLOSED CAMPUS including lunch period. After arriving at school, students may not leave unless:
 - a. Permission from the parent/guardian is given establishing a specific time to leave.
 - b. Student becomes ill at school and checks out through health office following parental notification.
 - c. other acceptable reasons with permission of administrator.
 Students who have a release period or coop-ed are not to be at school or on school property. The parking lot is off limits for students upon arrival until dismissal including lunch period.
7. **OPERATION OF VEHICLE**
Operating a vehicle on school property driving at unsafe speeds; in a careless or reckless manner; cruising the parking lot; driving during school hours, including lunch. Violations may result in loss of driving privileges on school property and/or involvement of the Lancaster County Sheriff.

8. **ALCOHOL & DRUGS**

Engaging in the selling, the using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalant, or being under the influence of any of the above or possession of drug paraphernalia. If a car is found to have liquor or drugs, all students in the car will be considered in possession.

9. **IMITATION CONTROLLED SUBSTANCES**

Engaging in the selling, using, possessing or dispensing of an imitation controlled substance as defined in Sec. 28-401 of the NE statues or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

10. **LITTERING**

Littering, including spitting or other acceptable debris.

11. **DETENTION**

Failure to attend assigned detention or missing detention. Students who are assigned detention will be notified where and when to report. Students assigned detention are required to make their own transportation arrangements. Students assigned to detention will be referred to the administration.

12. **LOITERING**

Loitering includes failure to leave the building by 4:00 p.m. when not under the direct supervision of a staff member. Students not in activities at school after 4:00 p.m. are to wait for rides outside or in the front hall.

13. **LOCKERS**

Locker privileges may be revoked for unauthorized locker use or failure to maintain a locker that is clean, neat and in good repair at all times. Inappropriate or profane pictures or content in lockers will be confiscated. Locker violations including illicit or illegal matter in lockers will subject a student to other discipline including suspension or expulsion at the discretion of administration.

14. **VIOLENCE/INTIMIDATION**

Use of violence, force, coercion, threat, intimidation, bullying, or similar conduct in a manner that constitutes a substantial interference with school purposes.

15. **NUISANCE ITEMS**

Possession of nuisance items including, but not limited to, water guns, squirt bottles, or engaging in water fights or dunking incidents. Nuisance items also include skateboards, roller skates and roller blades.

16. **ELECTRONIC DEVICES**

Headphones, CD players, iPods and similar electronic entertainment devices are prohibited during class time including in-school suspension.

17. **FIREWORKS**

Lighting or possessing fireworks or smoke bombs on school property.

18. **FIRE ALARM/BOMB THREAT**

Setting of a fire alarm or making a bomb threat.

19. **UNAUTHORIZED AREAS**

High school students in middle school or elementary without permission.

20. **APPEARANCE**

Unacceptable appearance that constitutes a health hazard or detracts from the educational process at school or school sponsored activities including violation of the dress standard. Other examples include attire with obscene or objectionable language or objectionable language or designs.

21. **TARDINESS**

Tardiness to school assigned classes, or assigned activities.

22. **TRUANCY**

Truancy or failure to attend assigned classes or assigned activities.

23. **DISPLAY OF AFFECTION**

Displays of affection between students.

24. **PASSES**

Students are not to be in the hallways without a pass from their teacher.

25. **HARASSMENT**

Harassment, including unwelcome, unwanted or uninvited words or actions that offend, hurt, or humiliate people will not be tolerated. Harassment is defined as a comment, act or gesture toward another individual that belittles or degrades another person or group of people because of sex, race, religion or beliefs, handicapping condition, or economic and/or social background. Behaviors that are derogatory, offensive or beyond the commonly accepted standards of the school district are considered harassment. Procedure for reporting harassment:

- a. Communicate verbally or in writing that you expect the harassment to stop. If it is too difficult to do alone, seek assistance from a teacher, counselor or an adult.
- b. Tell a teacher, counselor or principal if behavior continues.

- c. Document exactly what happened in writing (what happened, when it happened, where it happened, who harassed, what you said or did, how you felt, how harasser responded, list any witnesses). Give a copy to teacher, counselor, or principal. You may obtain a form from the building administrator.
- d. Engaging in bullying is considered harassment.

26. IN-SCHOOL SUSPENSION

In-school suspension is a disciplinary consequence used at administrator discretion. Students who are in ISS are not allowed to use the restroom without requesting permission from the office. Students who are in ISS are now allowed eat snacks or listen to IPOS/portable music devise or use cell phones or other electronic devices. Students who do not comply with ISS expectations may be suspended out of school or their time in ISS may not count towards the consequence.

27. PUBLIC INDECENCY

28. REPEATED VIOLATION OF SCHOOL RULES

Repeated violation of any of the rules adopted by the school district or the school.

29. VIOLATE BEHAVIOR EXPECTATIONS ON BUSES

Willfully violating the behavioral expectations for those students riding Norris School District #160 busses.

30. SUSPICIOUS ACTIVITY

Engaging in any suspicious activity of a criminal nature on school grounds. Activity shall be reported to the Lancaster County Sheriff.

31. WEAPONS

The knowing and intentional possession, use or transmission of a firearm or other dangerous weapon 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. Such action may be modified or terminated by the school district at any time during the expulsion period.

32. CHEATING

Copying or attempting to copy from an academic test or examination or individual assignment of another student; use or attempted use of unauthorized materials including teachers' textbook editions and answer keys' engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic assignment, test, or examination. Cheating also includes, but is not limited to:

- a. Fabrication and falsification of work.
- b. Plagerism
- c. Complicity in academic dishonesty
- d. Falsifying grade reports

Specific penalties including academic sanctions may be assigned at teacher discretion. Other disciplinary consequences as assigned by building administrator.

ATTENDANCE POLICY

STATE LAW

Nebraska School Law requires all pupils to be in school when school is in session. The school is to adopt and enforce a policy to administer attendance.

PURPOSE OF POLICY

Past experience indicates a small percentage of students are habitually absent from school, many times not for valid reasons. Absences are very disruptive to the educational process, not only for the absent students who fall behind, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by those who need additional attention because of absences. The school administration will do everything possible to enforce the attendance laws of the State of Nebraska. Parents are encouraged to make appointments and other engagements outside of the school day. It is extremely important that parents and students understand the following attendance policy that has been adopted by the Norris Board of Education.

SCOPE OF POLICY: All students grades 9-12

EXCUSED AND UNEXCUSED ABSENCES AND TRUANCY

Students are expected to be in attendance **at all times when school is in session** unless an absence is absolutely necessary.

- A. All absences known in advance must be reported by the parent/guardian to school personnel (doctor or dental appointments, court appearances, etc.).

- B. When absences are not prearranged, the parent/guardian must call school office personnel prior to the beginning of the school day, stating the reason for the absence. If notification is not made, school personnel will contact the parent/guardian.
- C. Absences not excused by a parent/guardian will be considered trancies with disciplinary consequences in accordance with the Student Behavior Code.

ATTENDANCE PROCEDURE

Excessive absences during the school year shall result in a review of the student's attendance profile by an administrator to determine further action, including monitoring future absences, parental notification, or a referral to the Attendance Committee, consisting of two faculty members, health aide, assistant principal and principal. The committee will meet by appointment or as deemed appropriate at which time the student's total attendance record will be examined. The decision of the committee will be based on the justifiable reasons for absences as provided by the parent/guardian, excessiveness and necessity of the absences, and the total attendance record. Action of the committee could include, but not be limited to, providing acceptable criteria for future absences, requiring the student to make up time, or loss of credits for the semester, as determined by a majority vote of the committee members present at the meeting. The decision of the Attendance Committee may be appealed to the Superintendent of Schools.

SCHOOL SPONSORED ACTIVITIES

Students attending school-sponsored activities, including field trips, athletic events, and contests, will not be considered absent.

STUDENT ATTENDANCE AT ACTIVITIES

Students who are ill or absent without administrative approval on a school day are not to attend activities. This does not apply to weekends.

It is understood that the following student expectations will be followed to demonstrate sportsmanship:

1. No use of alcohol, tobacco or other drugs.
2. No profanity.
3. No chants directed at a player, coach or official that is racial, ethnic, or sexist in nature, or that degrades any of the above by chanting their name or constantly mocking an individual.
4. Show respect during player introductions (i.e. NOT turning backs on opposing team, use of newspapers).
5. No threats or obscene gestures directed at opposing players or fans.
6. No demeaning comments directed at schools (i.e. cheaters, start your tractors).
7. To be positive regarding the play and actions of Norris coaches and players and opposing coaches and players.
8. Other comments and cheers that are deemed inappropriate during the season.
9. Be a positive role model for the rest of the student body. Assist in policing the student body to make sure that others are good representatives of Norris.

Violation of the above may result in forfeiture of ability to attend Norris athletic contests.

EXTENDED/ANTICIPATED ABSENCES

Anticipated absences for an extended period of time should be discussed with the administration. If necessary, the Attendance Committee will be convened to approve or disapprove of the absence. Approved absences will count in the total attendance record, but will not be reason for loss of credits.

TARDIES

Discipline for tardies will be at the discretion of the teacher. Students tardy to school must report to the office. Excessive tardies to school or to any class may result in a required conference with parents or guardians to discuss future disciplinary action.

ACTIVITIES

ACTIVITY PASSES/TICKETS

Student activity passes may be purchased for \$20.00 each. A maximum of \$60.00 will be charged per family with more than three students in K-12. Adult passes are \$65.00. Activity passes are good for all home athletic contests except tournaments. Admission prices for varsity events are \$5.00 for adults and \$4.00 for students, and below varsity high school events at \$3.00 for adults and \$2.00 for students. Preschool age children are admitted free. Activity passes must be presented at the gate for admission without charge. **Lost or stolen passes are not replaced.**

CONDUCT AT SCHOOL, CO-CURRICULAR ACTIVITIES AND CONVOCATIONS

Performers or speakers are to be treated with respect and audiences are to be attentive. Support of teams is encouraged, but disrespect towards the opponents will not be tolerated. Good sportsmanship and respect during the playing of the National Anthem are mandatory. As spectators, students as well as the team members represent our school.

RULES AND PROCEDURES FOR CO-CURRICULAR ACTIVITY TRIPS

1. The sponsor is in charge on and off the buses.
2. All school rules apply during any activity.
3. Students riding the bus to an activity must ride the bus home. Exceptions are:
 - a. Student may return home with his/her parents if sponsor is contacted by parents.
 - b. Student may return with another student's parents provided permission is granted in writing. Parents taking the student home must contact the sponsor personally.
4. Vandalism, littering, using foul language, or disrespect will not be tolerated.
5. Rides are to be at school when the activity bus returns.

ABSENCE, EFFECT ON PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Any student participating in a co-curricular activity must be in school **ALL DAY** to be eligible to participate. This includes all practices. Exceptions can be made in case of an emergency if the school is notified **PRIOR TO THE ABSENCE**. Exceptions will not be made for illness or working. **If you must be absent, do not try to interpret this rule for yourself.** Contact the office before you are absent. Only the principal or activity director can make an exception for you.

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 ticket that is good for 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. 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, travel warm-up (varsity only), socks, towel

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

Golf: Golf clubs, practice balls

Soccer: Shoes, shin guards, socks, stocking cap, towel

Softball: Ball glove, shoes w/cleats, stir-up socks, practice shorts & t-shirt, visor, sliding shorts and pads, towel

Baseball: Ball glove, shoes w/cleats, stir-up socks, practice shorts & t-shirt, cap, sliding shorts and pads, towel

Swimming: Swimsuit, towel

Tennis: Racquet, shoes, practice shorts & t-shirt, towel

Track & Cross Country: Training shoes, competition shoes, practice shorts & t-shirt, socks, water bottle, gloves, stocking cap, towel

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

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

PHYSICAL EXAMINATIONS

Each student participating in athletic contests must have a current physical stating that the student is physically fit for competition before beginning practice. The physical must be after May 1 of the previous school year.

ELIGIBILITY

Students representing a high school in interscholastic competition must abide by eligibility rules of the Nebraska School Activities Association, as summarized below:

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance.
3. Student must be enrolled in high school on or before the eleventh school day of the current year.
4. Student is ineligible if 19 years of age before August 1 of the current school year.
5. After initial enrollment in grade 9, student shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 hours of credit the immediate preceding semester.

8. Once the season of a sport begins, student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school.
9. Student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. Student shall not participate on an all-star team while a high school undergraduate.
11. Student entering high school for the first time after being promoted from a junior high or middle school is eligible. Subsequent transfer will cause the student to be ineligible for ninety school days.
12. When parents of student change their domicile to another district, student is ineligible for ninety days except:
 - a. Change of domicile by parents occurs during school year, student will be eligible for remainder of year or transfer to high school in district of domicile and be eligible.
 - b. If student has attended same high school since initial enrollment in grade nine and school is in district from where parents moved, student may retain eligibility or have eligibility in district where parents establish domicile.
 - c. If parents move during summer months and student is in grade twelve, he/she may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where the natural parents live.
14. Student shall not participate in a contest under an assumed name.
15. Student must maintain amateur status.
16. All Nebraska statutes regarding eligibility, including option enrollment, will apply.

CODE OF CONDUCT – NORRIS ACTIVITIES

Any boy or girl is welcome to participate in the activities program available to them if they meet the requirements established by the NSAA and the school and agree to follow the established guidelines. Activities are very demanding, both mentally and physically. Therefore, a participant is expected to meet certain requirements:

Appearance

- a. Participants will always be neat, clean and well groomed while participating.
- b. Participants will take pride in their dress and appearance – no outlandish attire.

Attendance at Practice and Contests

Participants are expected attend all coach/sponsor scheduled practices. Unless a student is absent from school, he/she must contact the coach/sponsor if he/she will not be at practice.

Promptness is essential for all practices, competitions and departures for competitions.

Missing a practice or competition without being excused in advance may result in making up a practice outside of regular practice time, but the practice will not exceed the normal length of practice. A second unexcused absence may result in the participant being withheld from competition, and a third unexcused absence may result in dismissal from the activity. Participants may also be required to make up practices from which they are excused because preparation is necessary for the individual and group involved, and this would give the coach/sponsor an opportunity to help the individual regain skills missed because of absence from practice.

Regular Sleep

Participants are expected to follow the hours established by the coaches/sponsors. Failure to do so will be handled by the coach/sponsor.

Unacceptable Behaviors

1. Use or possession of alcoholic beverages, tobacco, illegal drugs, counterfeit drugs, or drug paraphernalia is prohibited.
2. Attendance at a student party where alcohol, illegal drugs, and/or drug paraphernalia is present is prohibited.
3. Attendance at any party or gathering where illegal drugs and/or drug paraphernalia is present and/or minors are consuming alcohol is prohibited.
4. Conviction on any criminal charge or the determination of student to be a delinquent by a court of law.

PENALTY

Violations of policies #1 and/or #3 under Unacceptable Behaviors will result in a 45-calendar day suspension from activities. A participant violating #2 and/or #4 will be assessed a 30- calendar day suspension. The participant may be allowed to continue to practice/rehearse at the discretion of the coach/sponsor. If the first contest or activity is scheduled outside the suspension period, the participant will be held out of the first scheduled activity. A second verdict of guilty against an individual will result in dismissal for the year.

The 45-calendar day suspension may be reduced to 30-calendar days at the discretion of the Activities Director and Superintendent. The reduction may occur after the parent/guardian has provided a satisfactory timeline for

professional intervention. This policy also pertains to seniors participating in an activity, whether or not diplomas have been granted.

NOTE: Students suspended from activities as a result of violating the participation rules are ineligible for ALL school activities during the suspension.

DUE PROCESS

1. When a violation of Unacceptable Behaviors policies #1, #2, #3 or #4 are reported to the Activities Director, the student retains full rights until a decision is made by the Activities Director.
2. Activities Director shall notify the student being investigated within a reasonable time.
3. The Activities Director, after personally completing an investigation, shall prepare a preliminary determination, including:
 - a. Statement of alleged violation
 - b. Proposed findings of fact
 - c. Determination of whether or not a violation has been committed by the student, and
 - d. If violation has been committed by the party, a proposed penalty to be imposed.
4. If the Activities Director determines a violation has occurred, notice of the preliminary determination shall be given to the student charged with the violation, including:
 - a. Copy of the preliminary determination
 - b. Statement of the student's right to a hearing
 - c. Copy of the hearing procedure, and
 - d. Statement of student's right of appeal from the decision rendered after the hearing
5. Written request for a hearing must be postmarked or received by the Activities Director within 14 days after notice of alleged violation is postmarked or personally delivered. Request for a hearing must be addressed to the Activities Director.
6. If no request for hearing is received within the 14-day period, the Activities Director shall enter in order pursuant to the preliminary determination and the notice that was previously given to the student. Notice of the final order shall be given to the party within a reasonable time.
7. If a timely and valid request for a hearing is received, the Activities Director shall give notice of hearing to the student within a reasonable time. The notice shall include:
 - a. Time for hearing
 - b. Place for hearing
 - c. Statement of alleged violation, and
 - d. Identification of hearing officer that shall be the High School Principal, Middle School Principal or Superintendent of Schools.
8. At the hearing the student shall have the right to:
 - a. Be represented by counsel
 - b. Confront and cross-examine witness(es), and
 - c. Present witness(es)
9. The hearing shall be conducted by the hearing officer. The Activities Director shall present the evidence supporting the alleged violation, followed by the student's response.
10. In conducting the hearing, the hearing officer shall not be bound by formal rules of evidence. Proceedings shall not be recorded and transcribed unless requested by one of the persons involved who shall bear the cost of recording and transcription.
11. Within a reasonable time after the hearing, the hearing officer shall render a decision in written form, including:
 - a. Findings of fact
 - b. Determination of whether a violation has been committed, and
 - c. Penalty to be imposed if a violation is found to have been committed by the student.
12. Notice of decision shall be given to student within a reasonable time and shall contain:
 - a. Copy of the decision
 - b. Statement of the party's right of appeal, and
 - c. Copy of the appeal procedure
13. Written notice of appeal by a student must be postmarked or personally delivered and must be addressed to the Activities Director.
14. After receiving a timely and valid notice of appeal, the Activities Director shall give notice to the student of the hearing on appeal that shall be before the Board of Education, and shall contain:
 - a. Time of hearing, and
 - b. Place of hearing
15. The hearing on appeal shall be conducted and heard de novo by the Board of Education following the same procedure as the initial hearing.
16. Board of Education shall render a written decision within a reasonable time setting forth:

- a. Findings of fact
 - b. Determination of whether a violation has been committed by the student, and
 - c. Penalty imposed if a violation is found to have occurred.
17. Notice of the decision shall be given to the student within a reasonable time.

**APPLICATION AND AGREEMENT FOR COMPUTER NETWORK
AND INTERNET INDIVIDUAL USE ACCOUNT**

Student Name _____ **Grade** _____

I understand and will abide by the Computer Technology Network and Internet Acceptable Use Policy and Guidelines. I further understand that violation of the terms and conditions above will not be tolerated. I understand that I should not expect privacy, and activity on my account may be monitored by certified staff. The school district owns the computers and other equipment. Should I commit any violation, my individual access privileges may be revoked and school or other disciplinary action and/or appropriate legal action may be taken.

Student User Signature _____

Parent or Guardian: As the parent or guardian of this student, I have read the Computer Network and Internet Acceptable Use Policy and Guidelines. I understand that this access is designed for educational purposes. I recognize it is impossible for Norris to restrict access to all controversial materials, and I (waive, release) will not hold Norris, nor any of its employees or agents responsible for materials acquired on, or by the technology the network or Internet. I further understand that this student's privileges may be restricted or suspended for failure to adhere to the Acceptable Use Policy and Guidelines, and I understand that this student will be held financially responsible for negligence, improper use or misuse of the network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct and will be binding.

Parent/Guardian Signature _____

STUDENT/PARENT HANDBOOK

In accordance with Nebraska State Law, Section 79-4, 176 paragraph (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...", parents or guardians are requested to sign and return the receipt form below to the high school office:

I have received and read a copy of the Norris High School Student/Parent Handbook:

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

VEHICLE REGISTRATION

I will _____ I will not _____ be driving to school during the 2007-08 school year.

Please list the vehicles you will be driving and the license plate numbers:

<u>Vehicle Make/Model</u>	<u>Color</u>	<u>License Plate #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE RETURN THIS COMPLETED FORM TO THE HIGH SCHOOL OFFICE