Student Handbook



**POTTER-DIX PUBLIC SCHOOLS**

**MISSION STATEMENT**

**The mission of Potter-Dix Schools is to**

**develop productive and responsible citizens.**

**POTTER-DIX PUBLIC SCHOOLS**

**POTTER, NEBRASKA**

**DIX, NEBRASKA**

**2017-2018**

**Potter/Dix Public Schools**

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POTTER/DIX PUBLIC SCHOOLS

2017-18 Student Handbook

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

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

**TO THE STUDENT**

Potter/Dix Public Schools is proud to have you as a member of its student body. We hope you realize you are a member of a fine school recognized for its excellence in both its academic and activity programs. However, you need to be aware that the reputation of your school depends upon the efforts and attitudes of each individual student. In order for the school to continue in its past tradition of excellence, we must all do our part. As a student, you can make a positive contribution by doing your best in everything you do, by participating in the school’s activity programs, and by cooperating with others. This cooperation can best be achieved by being familiar with the rules, regulations, and guidelines in this handbook.

**School Song**

*Cheer, cheer for Potter-Dix High*

*Shake down the echoes, so praise the sky*

*Roll the volley yell on high,*

*Shake down the thunder from the sky.*

*Although the odds be so great or small,*

*Potter-Dix High will win over all.*

*As our loyal sons go marching onward to victory.*

*To Victory!*

**NOTICE OF NON-DISCRIMINATION**

The Potter/Dix Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mike Williams, Superintendent,

303 Walnut St., Potter, NE 69156 (308) 879-4434

(mike.williams@pdcoyotes.org),

Employees and Others: Mike Williams, Superintendent,

303 Walnut St., Potter, NE 69156 (308) 879-4434

(mike.williams@pdcoyotes.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106. (800) 368-1019 (voice); Fax (816)426-3686; (800)537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**GENERAL INFORMATION**

**SCHOOL DIRECTORY**

**Board of Education**

Donna Juelfs – President Chandell Oleson – Vice President Mike Rotert – Secretary

Lori Biesecker – Treasurer Brian Herboldsheimer – Member Royce McConnell – Member

**Faculty and Staff**

**Administration**

Mike Williams, Superintendent Jane Brown, Principal

**Faculty**

Elementary

Beth Bogert – Title I/Art/Computers Kristin Kasten – 3rd Grade Sara Nicklas - Resource

Nancy Bunner – Media Specialist Sabine Kasten – 4th Grade Blythe Reuter – 6th Grade

Krista Deal – 2nd Grade Chari Mohr - Kindergarten Chris Stevens – Music

Jeff Einspahr – Technology Ryan Mumm – Physical Education Paula Wolff - Guidance

Pam Haack – 1st Grade Glynnis Mueller – 5th Grade

Secondary

Jerry Brown – Industrial Tech, A.D. Dale Frerichs – Science Deb Nolting – English

Nancy Bunner – Media Specialist Brad Hicks – Math Chris Stevens – Music

Ryan Coffey – Social Studies Kristi Jung – Business Jennifer Thomas – Art

Jeff Einspahr – Technology Ryan Mumm – Physical Education Jo Wells – Science

Angala Frerichs – Math Sara Nicklas – Resource Paula Wolff - Guidance

**Bus Drivers Cooks Custodian/Maintenance Clerical/Aides**

Ashley Anton Kevin Frei (Potter) Randy Bohac (Dix) Pat Biesecker (Dix)

Jeff Kasten Donna Juelfs (Potter) Kevin Frei (Potter) Barbara Frederick (Dix

Gregg Wolff Deb Serres (Dix) Gregg Wolff (Potter) Linda Gunderson (Potter)

Diane Hill (Dix)Val Maas (Dix)

 Renae Monheiser (Dix)

 Nicole Reeve (Potter)

Dix Site Phone: 308-682-5226 Fax: 308-682-5227 Sharon Rose (Dix)

Potter Site Phone: 308-879-4434 Fax: 308-879-4566 Amy Williams (Transports

 Students to Scottsbluff)

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

Potter/Dix Public Schools, in conjunction with standards of student conduct elsewhere adopted by Board policy or administrative regulation, absolutely prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, school vehicles, or as a part of any of the school’s activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises and at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of a controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school’s activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of a drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

The violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

It shall be the practice of Potter/Dix Public Schools to provide each student of the district a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school’s activities. Such standards of conduct and the district’s policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be give to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further practice of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain the prominent letters in the following language:

“THIS RECEIPT SHALL SERVE TO DEMONSTARTE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING POTTER-DIX PUBLIC SCHOOLS, DISTRICT #9, HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT ENACTED FOR STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL’S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 D.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO RECEIVE ANY FEDERAL FINANCIAL ASSISTANCE. OUR SIGNATURE ON THIS RECEIPT ACHKOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT’S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL’S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.”

It shall be the practice of Potter/Dix Public Schools to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 100 miles of the administrative office of the district, or, where no such resources are found, within the state of Nebraska. Information concerning such resources shall be available to all of the students of the district.

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

**ALLIED ACTIVITIES**

Successful completion of the following activities will earn the student credit toward graduation.

**Activity Credit Per Semester**

Band Five credit hours per semester

Vocal Music Five credit hours per semester

Physical Education Five credit hours per semester

Swing Choir One per semester

NOTE: Credit in each activity will be given if the student completes the activity each semester. The sponsor of each activity will determine the eligibility for credit.

**ANNOUNCEMENTS**

Announcements will be available via e-mail at the beginning of each school day. Information for the announcements must be in the office by 4:00 p.m. the preceding day.

**APPOINTMENTS DURING SCHOOL HOURS**

Students should try to make dental and doctor appointments or other appointments of like nature for after school hours. They should make sure that these appointments do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from the doctor’s office verifying the appointment or have their parent contact the school office.

**ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act of 1986 (referred to AHERA) was enacted by Congress to identify and develop solution s for any problems that schools may have with asbestos. We recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled and rated the condition of the hazard potential of all material suspected of containing asbestos. We are pleased to report that our school does not contain asbestos materials which are reported to be damaged or significantly damaged.

Under the law, we still must maintain an asbestos management plan for the school and assign a designated asbestos coordinator to ensure no asbestos is introduced into the school. This plan is available for inspection in the school during regular school hours. We will continue to ensure that a healthy, safe school environment is maintained. Any inquiries may be directed to Gregg Wolff, designated asbestos coordinator, telephone (308) 879-4434, or Randy Bohac, (308)682-5226.

**ATHLETIC EVENT ATTENDANCE RULES**

The following rules pertain to attending indoor games. Students who fail to observe these rules will be asked to leave the school.

1. Once the game has started, students may not cross the playing floor.
2. No one is allowed in the portion of the school facility that is not being used in association with the school activity unless given permission from a sponsor directly involved with the activity or the administration.
3. The school’s dress code is in effect during all school activities.
4. During school hours, students who wish to watch a brother or sister participate at home activities may do so **only** with advanced parental notification to the office. ***The classes missed will be counted as absences.***

**ATTENDANCE GUIDELINE**

Regular and punctual student attendance is required. The Board’s policies require 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 such regular and punctual student attendance. The principal and teachers are required to maintain an accurate record of student attendance.

**Attendance and Absences**

**Absences from School – Definitions:**

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

**Excused Absence**: Absences should be cleared through the Principal’s office in advance whenever possible. An absence or tardy, even by parental approval, may not b excused. 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:

* 1. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
	2. Illness which causes a student to be absent from school,
	3. Doctor or dental appointment which requires student to be absent from school, Court appearances that are required by a court order,
	4. School sponsored activities which require student to be absent from school,
	5. Family trips in which student accompanies parent(s)/legal guardian(s),
	6. Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student’s number of other absences, the student’s academic status, the 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.

**Unexcused Absence**: An absence which is not excused is unexcused. If a student’s absence is unexcused, the student will receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

**Truancy**

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. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

**Absence Procedure:**

For unexcused absences, upon return, one school day will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 10:00 a.m. For unexcused absences, the student will receive a zero for or in each class period missed.

**Mandatory Ages of Attendance:**

The mandatory ages of attendance for truancy purposes are as follows: For the 2017-18 school year (that is, after July 1, 2016), the mandatory ages of attendance are age 6 (as of January 1 of the then-current school year) to age 18.

Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child’s parents or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect, pursuant to law, not to meet accreditation or approval requirements and the parents or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601 (3) on or before the child’s seventh birthday. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects, pursuant to law, not to meet accreditation or approval requirements; (3) has reached the age of 16 years and such child’s parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school; and has enrolled in another school, is unable to attend because of illness or financial hardships requiring the child to be employed.

**Reporting and Responding to Truant Behavior:**

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall, within three days, report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when, of his/her own personal knowledge or report or complaint from any resident of the district, the superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child’s truant behavior. Such services shall include, as appropriate, the services listed under the “Excessive Absenteeism” and “Reporting Habitual Truancy” policies.

State law requires regular school attendance until a student is 16 years of age. Furthermore, it is essential to success in school. Some absences are unavoidable such as personal illness, doctor appointments, or death in the family. Regardless of the reason, we ask that the parent call the school before 9:00 a.m. on the day a student is absent. If the parents do not call the school, we will attempt to contact them using emergency numbers provided by parents. When the student returns from an absence, he/she should bring a note signed by a parent or have the parents call. This should be turned in to the office. Any absence not accompanied by a note or phone call from home will be considered unexcused.

**Absences and Assignments:**

It is the student’s responsibility for find out from each teacher about make-up work and to see that it is completed. Assignments that are not made up will be reflected in your grade. All excused absences will be allowed to be made up. Make-up work for unexcused absences will be at the discretion of the individual teacher.

Advance make-up work: students who know they will be absent should obtain their assignments in advance. Students going on school-sponsored trips are expected to contact their teachers several days in advance. Whether the work is to be made up before or after the trip is at the discretion of the individual teacher. Students who are neither absent nor tardy from any class will be awarded a perfect attendance certificate at the end of the school year.

***\*\*Jr. – Sr. High School Attendance Policy\*\****

The Potter/Dix Schools recognize the importance of attending school every day possible. However, it is also realized that perfect attendance is not always possible. Therefore, Potter/Dix Public Schools have adopted Credit Given by absences per semester.

Traditional Periods 1-2-3-4-5-6-7-8

0-8 days absent full credit earned

9-10 days absent loss of 1 credit hour

11-12 days absent loss of 2 credit hours

13 or more days absent NO CREDIT

**Three (3) tardies to any class will constitute one (1) absence.**

Each student will be allowed to miss each class eight times, per semester, to include excused and unexcused. If the student exceeds the eight absences, he/she will receive credits as described. The principal may waive absences due to professional appointments. All students are encouraged to bring professional appointment verifications to the office when they return to school. If a student has 9-10 traditional excused or unexcused absences in any one period, they will be required to make up their time after or before school. Time made up will be 45 minutes for each period absent and must be made up no later than two weeks after the semester ends. Time made up will be used to continue academic work missed during respective class(es).

When a student misses more than 10 excused or unexcused absences in any one semester, the student must present their case to the attendance committee. The attendance committee will decide if there is creditable evidence to support reducing the number of absences and if those absences can be made up during that semester.

The committee will consist of two elected staff members, the principal and the counselor. At this hearing, you must convince the committee to waive Board policy based on circumstances, evidence, documentation, etc. of your case. If you are not satisfied with the committee’s decision, you may present your case to the School Board at their regular meeting.

Not counted as an absence will be any school time missed because of school-sponsored activities in which you are a participant.

**K-6 Attendance**

Any elementary student missing 20 or more days in one school year without proof of professional appointments or doctor confirmed illness may be retained at their present grade.

**BREAKFAST/LUNCH PROGRAM**

Potter/Dix Public Schools has a breakfast and lunch program for the students and staff. Potter/Dix Public Schools will serve a nutritionally balanced lunch each day school is in session after 12:00 p.m. Elementary students may purchase breakfast for $1.00 per meal and $2.25 per meal for lunch. Students in grades 7-12 may purchase breakfast for $1.30 per meal and $2.75 per meal for lunch. Seconds at lunch cost $0.50 for elementary students and $1.00 for secondary students. Extra milk for all students is $0.50. The price of an adult breakfast is $2.00. Lunch for adults is $3.50.

Payment for lunch may be made one at a time, but it is more convenient to have a sufficient number of meals paid for in advance. Students who meet federal

guidelines may qualify for free or reduced price breakfast and lunch. The federal guidelines may be picked up at the office in either building.

In accordance with Federal law and U.S. Department of Agriculture policy, Potter-Dix Public Schools is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 11400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

After eating, students are to clean their area of all napkins, milk cartons, spills, trays, silverware, lunch sacks, etc., prior to leaving their table.

After eating, students will need to abide by the following rules:

1. Stay outside, but away from and out of cars (except with permission from the office);
2. Stay in the cafeteria area until the warning bell rings;
3. No student should be in other areas of the building except in the above-designated areas without teacher permission. The teacher should then be present.

**\*\*BUS RULES\*\***

***PARENTS: Please go over these rules with your children. Student safety is our most important consideration and their knowledge of and compliance with the rules are imperative.***

The bus driver has the authority to assign each student a seat. It is the responsibility of each student to assist in keeping the bus clean. Any damage to the bus must be reported at once. If negligence is the cause, students must pay the damages. Conversation with driver must be held to a minimum. Do not extend any part of the body outside the bus while the bus is in motion. Do not use the rear door except for emergency exit.

A bus discipline matrix is included with this handbook. The following are general rules for students who are riding school transportation:

1. The bus driver may assign seats;
2. Be courteous;
3. No profanity;
4. Keep the bus clean, no eating or drinking on the shuttle buses;
5. Violence is prohibited;
6. Remain seated;
7. No smoking;
8. Keep your hands and head inside the bus;
9. Do not destroy property;
10. For your own safety, do not distract the driver through misbehavior.

**SHUTTLE BUS DISCIPLINE MATRIX:**

This plan is designed to be progressive and students who are passengers on the bus/van will be disciplined according to the following charts. These student bus/van conduct rules are established to maintain a safe atmosphere where students can learn to be productive and responsible citizens. Riding a school bus is a privilege, not a right, and the consequences of misconduct could result in the denial of transportation. Violations of these rules will result in disciplinary action.

The principal/designee is responsible for ensuring that all rules, procedures, policies are enforced. It is the responsibility of the transportation department to notify appropriate administrative staff of all disciplinary concerns. It is the responsibility of the administration to follow the guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category 1**

Violations:

* Eating/drinking while on board the bus
* Failure to sit in seat as assigned by bus monitor/driver
* Failure to stay seated (bottom on seat, feet on the floor, facing forward in seat)
* Failure to keep toys inside backpack/bag

|  |
| --- |
| Consequence |
| Verbal or written warning from school principal or designee Parent Conference If action is repeated, possibility of suspension from the bus. |

**Category 2**

Violations:

* Inappropriate Gestures/Behaviors
* Profanity/Vulgarity
* Refusing to remain seated, changing seats, standing on seats, climbing over or under seats
* Refusing to share a seat with other students
* Talking and/or yelling loudly, refusing to maintain quiet
* Talking when stopped at railroad tracks

|  |  |  |  |
| --- | --- | --- | --- |
| First Offense | Second Offense | Third Offense | Fourth Offense |
| 1 day suspension from school transportationParent Conference | 3 day suspension from school transportationParent Conference | 5 day suspension from school transportationParent Conference | 15 day suspension from school transportation |

**Category 3**

Violations:

* Indecent Material
* Jeopardizing the Safety of Self or Others
* Exposing arms or other body parts through bus window
* Not following Request of School Official
* Fighting on the bus
* Harassment/Intimidation/Bullying
* Throwing objects out of vehicle window or in the vehicle
* Vandalism of seats or other vehicle equipment
* Intentionally harassing, threatening, or intimidating other students, driver or bus monitor
* Climbing through windows or exiting the Emergency Exit without authorization
* Smoking in the vehicle
* Lighting a cigarette or striking a match
* Tampering with Emergency Exit
* Insubordination

|  |  |  |  |
| --- | --- | --- | --- |
| First Offense | Second Offense | Third Offense | Fourth Offense |
| 3 day suspension from school transportationParent Conference | 5 day suspension from school transportationParent Conference | 10 day suspension from school transportationParent Conference | Expulsion from school vehicles for remainder of semester |

**Category 4**

Violations:

* Open/Persistent Defiance of Authority
* Threatening Behavior
* Physical Assault
* Under the Influence of Alcohol/Drugs
* Possession of Alcohol/Drugs/Drug Paraphernalia
* Other

|  |  |
| --- | --- |
| First Offense | Second Offense |
| 15 day suspension from school transportation | Expulsion from school vehicles for remainder of school year  |

**Category 5**

Violations:

* Extortion
* Selling, Giving, or Exchanging Drugs/Alcohol
* Possession of a Weapon other than a Firearm (i.e., knife)
* Possession of a Firearm
* Terroristic Threats
* Other

|  |
| --- |
| First Offense |
| Out of School Suspension and Recommended ExpulsionPolice ContactExpulsion from school vehicles for remainder of school year  |

**BULLETIN BOARDS**

In order to avoid misunderstanding and perhaps unfortunate publicity, all notices by the students appearing on the bulletin boards or displayed in any manner must carry the signature of the principal or superintendent before they are posted.

**CARE OF THE BUILDING**

This is your building. Pride in your school building and its furnishing may best be expressed through each student by careful use. Careful attention to the protection of school property is essential. Marring walls or furniture in any way destroys the beauty and usefulness of our school. Counters and tables are made to work on, not sit on. The same is true of propping feet on chairs and/or tables.

Any time a school organization is sponsoring some type of project, that project should always be cleared

through the administration who in turn will inform the custodial staff. Painting of any kind must be cleared with the administration. We have well-maintained buildings and the custodians are largely responsible for this. We need to support their efforts.

**CELL PHONES, MP3/CD PLAYERS, ELECTRONIC DEVICES**

Students may not use MP3 players, CD players or other electronic devices in the building during school hours (8:00-3:35) as these can cause distractions to the educational process for the student, other students, and the instructor. Students may use cell phones in accordance with the classroom teacher’s rules and expectations. Students who violate this guideline will have their cell phones confiscated immediately. Students who violate the rule may, at

the discretion of the administration, be subject to additional discipline, up to and including suspension or expulsion.

**CLASS LOADS AND DROP/ADD**

All students in grades 7-12 will carry eight (8) classes each semester, with these exceptions:

1. Any senior is eligible to be an office, library, or teacher aide with permission of the administration and the respective teacher.
2. Any senior may be eligible for a work release employment experience to last no longer than one (1) period each day.

At the beginning of each semester will be a three (3) day drop and add period for the students to make changes to their schedule. Students will need to: 1) pick up the drop/add form from the guidance counselor, 2) have the teacher from the class being dropped and the teacher from the added class sign the form, 3\_ have the parent/guardian sign the form, and 4) then have the Principal approve and sign the form for the change to be made complete.

**CLOSED CAMPUS**

Potter-Dix Public Schools operate under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:00 a.m. until 3:35 p.m., without permission of a student’s parent/guardian and the administration. Some exceptions may be made to this with administrative discretion.

**COLLEGE VISITATIONS**

Time is provided for visitations to college and tech schools, however the school does not sponsor these trips or provide transportation. Seniors who follow the guidelines listed below will be allowed two (2) college visitations and not have the days missed counted against their attendance record.

1. The visit must be arranged through the guidance counselor.
2. Students must provide evidence from the college that the trip was made.
3. Parents must notify the school twenty-four (24) hours in advance if the student plans to make one of these visits.
4. Parents are strongly encouraged to attend the college visitation with their son or daughter.

**COMMENCEMENT**

Commencement is the graduation exercise that takes place each spring. All graduating seniors must attend unless excused by the superintendent.

The graduating students at Commencement wear caps and gowns. The diplomas and scholarships are presented at Commencement. The graduating class, with approval by the Superintendent, chooses the guest speaker for Commencement. All recommendations for Commencement speaker must be approved and submitted by the class sponsors by April 15th of the graduating spring. Speeches by the Valedictorian and Salutatorian are subject to prior approval by the Principal.

The semester grades by numerical percentage of each student for all scholastic courses shall be averaged when determining a valedictorian and salutatorian. The student with the highest will be valedictorian and the next highest being salutatorian. In case of a tie for valedictorian and/or salutatorian, there shall be a co-valedictorian and no salutatorian, or a valedictorian and co-salutatorians in case of a tie for the second place. Eligible students must attend Potter-Dix High School their Junior and Senior years. Scholarships shall also be awarded on the same basis.

Two scholarships will be awarded to the two highest graduating seniors according to their scholastic rank in the class. Annual amounts to be awarded at the spring graduation exercise will be $600 to the valedictorian and $400 to the salutatorian. This amount will be sent directly to the post secondary school of recipient’s choice upon successful completion of the first semester or period of attendance. Should either one or both recipients refuse acceptance of the scholarships, the award(s) will be passed on to the next highest student(s) according to scholastic rank.

**CORRESPONDENCE COURSES**

Correspondence courses, with prior approval by the principal, may count toward graduation. Such courses must be:

1. Enrichment in nature and not offered in the local curriculum, but needed for the student’s education goals;
2. Whenever the student cannot finish his/her high school education by attendance at school;
3. The school will reimburse the student for approved courses in the amount of the actual costs for tuition and books after successful completion of the courses and if the school does NOT OFFER the course;
4. The student will pay for tuition for dual credit/D.L. classes.

**COUNSELING AND GUIDANCE SERVICES**

The counseling department has been established to serve students in kindergarten through grade twelve. Students are encouraged to see the counselor for information or counseling. If the counselor is not in the office, parents and students are encouraged to leave a note so a conference can be scheduled.

Elementary counseling is primarily developmental. The counselor meets with small groups or the class to discuss self-concept, verbal and nonverbal communications, “I” messages, development of vocabulary to express feelings, and growth patterns.

The secondary guidance program consists of The Nebraska Career Connections and Education Quest programs which consist of computer searches for careers that have certain characteristics, descriptions of over 500 jobs, military opportunities, and information about Nebraska post-secondary institutions. The guidance counselor has catalogs from the Nebraska and most of the neighboring states’ schools and colleges available for student use. Representatives from most of the Nebraska colleges and tech schools visit the school. Students are encouraged to visit with them to become informed about various opportunities.

Seniors planning to go to college should be aware of the following steps in getting ready for college:

1. Seniors will be given a scholarship booklet which will list all of the local, area, and college scholarships. The booklet will include selection criteria, amount of the scholarship, and how and when it will be paid.
2. Students and parents should plan to visit all of the colleges they are considering. Most colleges will make arrangements for the students to talk with a professor in the area of interest. The counselor is willing to arrange college visits.
3. Approximately four (4) weeks after taking the ACT, an ACT application will be sent from the colleges where the scores were forwarded. If all the information is correct, the student should sign the application and return it to the college. Most of the colleges require an application fee. If the college requests a transcript, the student should ask the counselor to send one.
4. Federal Aid Applications are usually available in January.

If you have questions, please call the office at 879-4434.

**CRISIS RESPONSE/SAFETY TEAM**

The purpose of the Potter-Dix Public Schools Crisis Team is to assess crisis situations and plan intervention strategies for students, faculty, and community when the situation is deemed necessary by the team. Properly organized management of a crisis should reduce unnecessary emotional or psychological damage within the school and community.

To contact this team during the school year, call the Dix Site (308) 682-2256 or Potter Site (308) 879-4434. The team provides the following services:

1. Meet to formulate an action plan.
2. Assist in handling media coverage.
3. Facilitate staff meetings to provide information related to the crisis.
4. Support school staff.
5. Help teachers process information with students.
6. Work with students individually or in groups.
7. Be available for contact with parents.
8. Provide helpful, factual information to parents.

**DATING VIOLENCE**

Dating violence, as a term that is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity, or that otherwise violate the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

**DETENTION**

Students should fully understand that any teacher or staff member in the building, in school vehicles, or at school sponsored activities have the authority to correct misconduct. Students required to make up time for detention will make up at least thirty (30) minutes. Students who fail to make up their time will have their detention time doubled. If a student does not report for detention on consecutive nights, then he/she will be reported to the Principal. Teachers, at their discretion, may have the students serve detention before or after school. Detention serviced for the administration will be served exclusively after school.

**DIRECTORY INFORMATION**

School personnel shall not provide lists of names of graduating seniors, other school students, or school personnel to any agencies outside the school except for non-profit institutions of higher learning or military recruiters.

**DISCIPLINARY ACTION FORMAT FOR HIGH SCHOOL AND JUNIOR HIGH SCHOOL**

If a student is suspended from school (OSS) he/she will receive zeros for the work missed. If a student is suspended in school (ISS) all work will be made up with full credit and may be allowed to participate in extracurricular activities. **Suspension from school includes suspension from all extracurricular activities for the same period of time.**

**DISMISSAL FROM ACTIVITY TRIPS**

Activities participants must travel to and from activities in the transportation provided by the school. Students may be released to their parents after a contest with the permission from school personnel responsible for the students on the trip and after signing a student checkout sheet. Parents must contact the staff person IN PERSON. Any exceptions to this must be cleared by the principal or superintendent with advance notice from the parent which includes a notarized request prior to the departure to the activity. No one, other than those individuals involved in the activity, will be allowed to travel on the bus. Exceptions to this rule may only be made with permission from the administration.

**\*\*DRESS CODE\*\***

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

1. Clothing that shows an inappropriate amount of bare skin or underwear (half-length shirts, racer-back shirts, bare midriffs, low-cut shirts, halter tops, toga tops, spaghetti strap or narrow strap tops, (must be at least 2: wide), muscle shirts, or mesh tops of any kind without a shirt/sweater underneath, or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground;
2. Short shorts or dresses/skirts, length must reach at least the tips of fingers held loosely at your side. Also, bicycle shorts unless worn under appropriate shorts are not allowed.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs;
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g., cleats);
5. Headwear including hats, caps, bandannas, scarves;
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double entendre;
7. Clothing or jewelry that is gang related;
8. Visible body piercing (other than ears);
9. Pocket chains, spiked jewelry or jewelry that is inappropriate for school;
10. Bare feet;
11. Any article of clothing that is torn or contains holes. Pants, slacks or jeans may have holes, tears or rips below your fingertips with your arms extended down your side;
12. Book bags – not carried into classrooms;
13. Pajamas are not to be worn at school or school activities;
14. Yoga pants, leggings, and tights cannot be worn unless covered by a shirt, skirt, or shorts that reach to at least below your posterior and anterior portions of the trunk of the body.

The only exceptions to the dress code will be for the following circumstances:

1. Special events (dances, homecoming) where an alternate dress code is provided for participating students;
2. Eligible students who are wearing the coach/teacher approved, current uniform for a class allied activity, competition, performance, or practice and are engaged in that activity or in preparation for engaging in that activity;
3. Potter-Dix Students in grades K3 do not have to comply with asterisked sections.

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

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

On a first offense of the dress code, the student will receive an oral reprimand and he/she may call home for proper apparel. If the clothes cannot be bought to school, the student will be assigned to in-school suspension for the remainder of the day.

Students will not be allowed to cleave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression or profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion. Please note, the dress code is in effect for home and away activities as well.

**Prom Dress Code**

The following are what is expected of our students and their dates, even the out-of-town dates that attend the Potter-Dix Public Schools Prom. It will be the responsibility of Potter-Dix student to inform any out-of-town dates of these rules.

Young Men

* At least dress slacks, dress shirt, and a tie;
* No hats allowed.

Young Women

* No dresses/outfits that show bare midriff;
* Two-piece dresses/outfits are allowed provided they do not expose any midriff;
* No dresses/outfits that have frontal cutouts that expose skin;
* No dresses/outfits that have a sheer see-through panel that shows midriff or other areas of the body;
* Dresses must be of a length that extends below the tips of the wearer’s fingers when the wearer’s hands are at her side;
* Dresses/outfits shall not have a side slit that is higher than the tips of the wearer’s fingers when the wearer’s hands are at her sides.

This dress code will be enforced for the entire evening – from the time students arrive to take pictures through the time the dance is over. Teachers or the administration will make the final decision as to whether or not a student’s attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

**DUAL CREDIT COURSES**

Potter-Dix Public Schools may be offering dual credit courses via distance learning from Western Nebraska Community College and other potential sources. Students must have a passing score on the ASSET test or other tests as necessary in order to be enrolled in these courses. All costs of these courses are the responsibility of the student and his/her parents. The administration will make all decisions about whether dual

credit courses would be allowed as a substitute for any required courses for graduation from Potter-Dix Public Schools.

**ELEMENTARY SECTION**

**Extended Classroom Trips**

At various times in the school year, the students have opportunities to take class trips outside of the school building to other locations in order to enhance the curriculum that they have been learning. These trips are very important and can give students important experiences that help them to better understand what they are being taught. In some instances, parents may be asked to help the classroom teacher on these trips by being a chaperone. We ask that the parents that are asked to attend and help on these extended classroom trips follow the classroom teacher directives so that the experiences of the students are what the teacher was expecting from the trip.

**Extra Shoes for Wet Weather**

During the winter months, children often come in from recess with wet shoes. If possible, children should have a second pair of shoes which may be left at school. By having another pair of shoes available, the child will not have to sit in class with wet, uncomfortable, or cold feet.

**Parking Lot/Driveway Safety**

Parents are asked to remind their smaller children that they are not to cut through the parking lot/driveway on their way to and from school.

**Physical Education**

Elementary physical education engages students in activity that requires movement like running, galloping, skipping, and changing directions and levels. No student in elementary physical education classes will be allowed to participate in his/her bare feet or in socks. It is strongly recommended students bring tennis shoes to class or wear them to school. Flip flops, crocs, sandals, and other footwear are not recommended, but will not dismiss the student from the activity. However, the teacher will have the discretion as to the appropriateness of a student’s footwear and whether the student should or should not participate for safety reasons.

Students will need a different pair of clean tennis shoes since their P.E. class will be in the gym. These shoes do not necessarily have to be new, but they do need to be clean and will stay here at school so that they remain clean and gravel free.

**Retention**

If the classroom teacher and/or other involved school personnel detects significant delay in a child’s emotional, social, mental, or physical development, the involvement of a multidisciplinary team will be requested in order to initiate an individually designed plan to help the child more successfully adapt to specific learning goals. If this plan fails to gain appropriate results, a recommendation to have the child tested by a qualified psychologist will follow. After careful analysis, review of these test results, and a conference involving the psychologist, parents, and multidisciplinary team members, retention recommendations will be discussed.

**ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

A student must have received credit for twenty semester hours of schoolwork for the immediate preceding semester in order to be termed eligible. The term “preceding semester” means the semester immediately before the semester in which a student wishes to participate in athletics, band, chorus, etc. An ineligible student will not participate in any NSAA sponsored competitions.

All senior high transfer students coming into the school system must have their eligibility approved by the NSAA prior to competition. This approval should be initiated through the Activities Director.

The following eligibility requirements have been established by Potter-Dix High School for participation in extra-curricular and athletic competition. Students must be aware of the following:

1. Ineligibility means not maintaining at least a 70% average in any class;
2. Weekly eligibility is determined each Thursday in each class with ineligibility beginning the next Monday and lasting through Saturday of that week;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Thursday;
4. The administration must notify each student of the ineligibility;
5. The administration will send a letter to the parents of each ineligible student notifying them of the student’s status for each particular week;
6. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extra-curricular or athletic activity;
7. Any student appearing on the ineligible list for the second consecutive week in any class (does not have to be the same class) will be ineligible in all extra-curricular and athletic activities for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls basketball, boys and girls track, golf, cheerleading, student council, National Honor Society, quiz bowl, one-act play production, speech, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), dance team and school sponsored dances.

**NSAA ELIGIBILITY**

In order to represent a high school in interscholastic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. The following is a summary of those rules. If you do not understand the rules listed below or you need an explanation of other requirements, consult the Principal or A.D.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 20 hours per week and in regular attendance in accordance with the school’s attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current year.
4. Student is ineligible if 19 years of age before AUSUST 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year).
5. After a student’s initial enrollment in grade 9, he/she shall be ineligible after eight semesters of school membership.
6. Student must be enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her high school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first day of practice as permitted by NSAA rules.
9. A student shall not participate in sport 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. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eights or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety days except:
13. If the change in domicile by the parents occurs during the school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
14. If a student has been attending the same high school since initial enrollment in grade nine and the school located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
15. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
16. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, th student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
17. A student shall not participate in a contest under an assumed name.
18. A student must maintain his/her amateur status.

**EMERGENCY PROCEDURES**

Fire drills, tornado drills, and lock-down/intruder drills at regular intervals are required by law and are an important safety precaution. Other emergency procedures should be practiced as well. It is essential that, when the first signal is given, everyone obeys orders promptly and moves to the designated area(s) by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions.

**Fire Drills**

The following guidelines and rules will be observed for the Potter building:

|  |  |  |  |
| --- | --- | --- | --- |
| **Room. #** | **Exit Route** | **Room #** | **Exit Route** |
| 111 | Go West andOut South Exit | Office | Use West DoorOf Lobby |
| 112 | Go West andOut South Exit | 139 | Use North Exit |
| 117 | Go West andOut West Exit | 148 | Use North Exit |
| 118 | Use South Room Exit | 149 | Use Shop Exit |
| 124 | Use SouthRoom Exit | 201 | Go North and OutWest Exit of Lobby |
| 127 | Go West andOut West Exit | 202 | Go North and OutWest Exit of Lobby |
| 128 | Go West andOut West Exit | 203 | Go South and OutSouthwest Exit |
| 129 | Go West andOut West Exit | 204 | Go North and OutSouthwest Exit |
| 130 | Go East andOut South Exit | 206 | Go North and OutWest Exit of Lobby |
| 131 | Use South Exit | Kitchen | Use South Exit |
| 132 | Go West andOut South Exit | Gym | Use East ExitIn Gymnasium |
| 133 | Use West DoorOf Lobby | Cafeteria | Use East Exit |

The following guidelines and rules will be observed for the Dix building:

|  |  |
| --- | --- |
| Room | Exit Routes |
| Kindergarten | Exit Out the South Door of Classroom |
| 1st Grade | Exit out South Door of Classroom |
| 2nd Grade | Exit out South Door of 1st Grade Room |
| 3rd Grade | Exit out South Door of Classroom |
| 4th Grade | Exit out the West Doors |
| 5th Grade | Exit out the West Doors |
| 6th Grade | Exit out the South Door of Classroom |
| Music Room | Exit out South Door of Kindergarten |
| Lunch Room | Exit out Main Entrance |
| Resource Room | Exit out Northeast Entrance |
| Gymnasium | Exit out Northeast Entrance |
| Locker Room | Exit out South Entrance |
| Kitchen | Exit out South Doors of Kitchen |
| Art | Exit out South Door of Art Room |
| Guidance | Exit out East Entrance |
| Computer Lab | Exit out East Entrance |
| Library | Exit out East Entrance |
| Office | Exit out East Entrance |

ADDITIONAL INSTRUCTIONS

1. Close all windows
2. Shut off lights
3. Teacher take grade book
4. Close door to room
5. Proceed quietly and calmly to assigned exit
6. Clear building by at least 100 feet
7. Wait for further instructions

**Tornado Drills**

Tornado drills will be held when relevant. 5 short rings on the bell system will signal a tornado drill.

Potter Site – Upon hearing this signal, proceed immediately to the High School Boys and Girls locker rooms. Grades 9-12 will use the Boys (east) locker room and grades 7-8 will use the Girls (west) locker room. Crouch on the floor; cover head with hands and arms.

Dix Site -

Grade K – Go to Middle Locker Room

Grade 1 – Go to Middle Locker Room

Grade 2 – Go to Middle Locker room

Grade 3 - Go to Middle Locker Room

Grade 4 – Go to Middle Locker Room

Grade 5 – Go to Middle Locker Room

Grade 6 – Go to Middle Locker Room

Art, Music, Library, Computer, Guidance, Resource – Go to Middle Locker Room

**Lock-Down/Intruder Drills**

In a situation where the school needs to be locked-down, these are procedures that will be followed:

1. Lockdown of the entire school may be necessary during the following:
* Drug dog search of the school;
* The Sheriff’s Department (or other authorized personnel) notifies the school that something is occurring within the community, such as an escaped fugitive;
* Other reasons as deemed necessary by the administration.
1. After a 30 second bell, the administrator will say Lockdown Level 1, 2, or 3.
* **“Staff and students, the school is now in lockdown. Lock your doors and stay in your classrooms until further notice.”**
1. The secretary of the school will notify the other school of the lockdown with the exception of drug dog searches. The school will contact the daycare as a courtesy if the lockdown is due to a community response.
* **Level I:** Lock doors, continue class as usual;
* **Level II:** Lock doors, close curtains and windows, continue class as usual;
* **Level III:** Lock doors, open a curtain and window, direct students to hide and be silent.

**Intruder/Hostage Lockdown**

If there appears to be an intruder or hostage situation: **30 second bell and all page over the intercom – “Lockdown Level 1, 2, or 3”;**

1. Staff will turn off the lights in their room and move students away from doors with windows. Follow Level III lockdown procedure;
2. If outside when a lockdown pages, move to the closest classroom with all students around you. If they are not students in your class, determine the teacher they should be with and contact that teacher;
3. DO NOT ALLOW STUDENTS TO LEAVE THE CLASSROOM;
4. In the event of an intruder, either before school, during lunch, or after school, students and staff that are in the foyer, gym, main lobby, or locker rooms will evacuate through the hallway to the cafeteria;
5. **“All Clear”** will be sounded over the intercom by the principal or office staff when situation is deemed safe to return normal duties;
6. **Do not** open the door until a business card or badge has been slid under.

**EMERGENCY TELEPHONE NUMBERS**

It is very important that the school has at least two telephone numbers where parents may be reached during the school day. This is especially important when no one is at home during the day. Please send these phone numbers to school as soon as possible. Should you change baby-sitters or jobs, please let us know these changes.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

Potter-Dix Public Schools may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows:

student’s name, address, telephone listing, cell phone number, image or likeness of the student in pictures, videotape, film, or other medium, date of and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), certain class work intended for publication on the Internet, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

The No Child Left Behind Act of 2001 requires Potter-Dix Public Schools to provide military recruiters and institutions of higher education access to secondary school students’ names, address, and telephone listings. Parents and secondary students have the right to request that the district not provide this information (i.e., not provide the student’s name, address and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Potter-Dix Public Schools will comply with any such request.

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

**FOOD AND BEVERAGES IN THE CLASSROOM**

Individual teachers have the right to allow gum in their classes. Teachers who allow their students to chew gum in their classrooms assume the responsibility of making sure that gum stays off the floor and desks and any wrappers are properly disposed of. Under no circumstances is there to be food or pop in any of the classrooms without prior approval from the administration.

**FULL-TIME AND PART-TIME ENROLLMENT**

The exceptions and principles for student who wish to enroll on a full-time or part-time basis are outlined in Board Policy. Those wishing to be enrolled as a part-time student will need to fill out an application.

**GIFTS**

Students and patrons shall not be encouraged in any way to give personal gifts to school personnel. If such gifts are offered, school personnel shall minimize such acts and they will not give publicity or public recognition to such gifts.

**\*\*GRADING SYSTEM AND HONOR ROLL\*\***

The grading system of Potter-Dix Public Schools is a mixed system. The grading system is:

Grades K-3: S+ Satisfactory

 S Satisfactory

 S- Satisfactory

 N Needs Improvement

Grades 4-12: A 94-100

 B 86-93

 C 78-85

 D 70-77

 F Below 70

 P Passing, achieving within capabilities

Report cards are prepared during the week following the end of each nine-week period. Teachers will record at least two grades per week per student.

Potter-Dix Public Schools desires and encourages a high level of achievement in schoolwork. Good schoolwork has an effect upon life as an adult and it is becoming more necessary for successful entry into college work.

The Honor Roll is published at the end of each nine weeks. Allied Activities do NOT count towards the Honor Roll. All class work must be complete to qualify for the Honor Roll.

The Honor Roll will have two levels:

 “A” Honor Roll (no grade below 94%)

 “B” Honor Roll (no grade below 86%)

**GRADUATION REQUIREMENTS**

10 credits constitutes 2 semesters of a class that meets daily

 5 credits constitutes 1 semester of a class that meets daily

Minimum requirements for graduation from High School are as follows (Grades 9-12):

English 40 Credits

Mathematics 30 Credits

Science 30 Credits

Social Studies 40 Credits

Career and Technical Education 20 Credits

Physical Education/Health 10 Credits

Fine Arts 10 Credits

Computer 10 Credits

Speech 5 Credits

Personal Finance/Economics 10 Credits

Required 205 Credits

Electives 70 Credits

Total Credits 275 Credits

Classes Offered:

**English**: English 9, English 10, English 11, English 12, Speech, Advanced Speech, Journalism, Creative Writing, Yearbook, College English (dual credit)

**Mathematics**: Pre-Algebra, Algebra I, Geometry, Algebra II, Advanced Math, College Algebra, Pre-Calculus, Calculus

**Science**: Physical Science, Biology, Chemistry I, Chemistry II, A & P, Physics, Engineering, Astronomy, Principles of Technology

**Social Studies**: Geography, World History, American History, American Government, Psychology, Sociology, Current Events

**Career and Technical Education**: Accounting I, Accounting II, Computer Applications, Advanced Computer Applications, Digital Design, Marketing, Coding, Web Design

**Industrial Technology**: Drafting, CADD, Electronics, Agriculture, Welding, Construction, Auto Mechanics, Woods

**Music**: Band, Choir, Swing Choir

**Art**: Art I, Art II, Art III, Art IV, Community Involvement

**Physical Education**: Physical Education/Health, Weights, Life Time Sports

1. A minimum attendance of eight semesters (the normal amount of time) in Grades 9-12 is required for graduation. During that time, a minimum of 205 semester credits of “solids” must be taken plus at least 70 additional semester hours of work. These are minimum requirements; many students will want to exceed the minimum.
2. A student may drop or add a class up to three (3) days after the start of the semester. The parents/guardians, teachers and principal must sign a permission note.
3. All courses of study will be developed and evaluated individually through conferences with the counselor, principal, and/or superintendent. Courses elected and any changes in the program must be approved by the parents or guardians and principal.
4. Near the end of each school term, the superintendent, upon advice from the principal, will certify to the Board of Education the names of all students who have (and have not) successfully completed the requirements for graduation from High School. Diplomas will be awarded to those who complete the requirements. Seniors will check out of classes on Tuesday prior to graduation (providing there is no Senior sneak day(s) and/or prank). Any Senior not completing graduation requirements will not be allowed to participate in commencement exercises.
5. Midterm graduation: Graduation at the end of the first semester of the Senior year may be recommended by a special graduation committee composed of the Superintendent of Schools, the High School Principal and the Guidance Counselor. Final approval will be made by the Board of Education at the Regular January meeting with student and parents in attendance. The recommending committee shall use the following guidelines:
6. A request in writing be made to the High School Principal by the senior student on or before November 1st of the current year stating reasons for desiring early graduation.
7. Written approval of the parents or guardian will be presented to the High School Principal by the senior student on or before December 1st of the current year.
8. Student Qualifications for midterm graduation shall be the same as for the spring graduation with the exception of the eight (8) semester requirement.
9. Valid reasons for midterm graduation could include but shall not be limited to:
	1. Marriage
	2. Immediate enrollment in college or trade school
	3. Enlistment in the Armed Services
	4. Pregnancy

Diplomas will be issued at the Regular February Board Meeting.

**GUN FREE SCHOOLS ACT AND THE STUDENT DISCIPLINE ACT**

In 1994, both Congress and the Nebraska Legislature passed the Student Discipline Act and the Gun Free Schools Act. LB 658 was added in 1995 making the punishment for violation of the Gun Free Schools Act expulsion for one (1) calendar year.

The administrators at school have visited with every student in our school about these rules and the severity of punishment for violating them. We believe that every student now understands these rules and the punishment mandated by state law. We hope that each parent will help reinforce our efforts to ensure that these rules will not be broken and yearlong expulsions will not be necessary.

The District’s Firearm Policy is as follows:

**Firearms:** No person may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm:*** The term “firearm” is defined as any object that is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

**Weapons:** No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon:*** The term “weapon” is defined as a firearm or any other object or material that is ordinarily or generally considered a weapon.

**Exceptions Regarding Firearms –** This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, national Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or
3. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle. ***Definition of Encased:*** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

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

**Consequences –** Federal law requires that any student who brings a firearm, as that term is defined in United States Code 921, to school be expelled from school for one (1) calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds *may* be expelled for two (2) semesters, suspended on a long-term basis or mandatorily reassigned. The Superintendent of School shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

1. **Report to Law Enforcement Authorities:** All school personnel are required to report any violation of this policy to a principal or the Superintendent of Schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

**HEALTH INFORMATION PRIVACY PRACTICES**

Potter-Dix Public Schools abides by all regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA), the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights amendment of 2001 (PRAY) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**HEALTH SCREENING**

All students, according to Nebraska School Law, will be inspected at the beginning of each school year to ascertain if sight, hearing or dental defects exist. Other areas inspected are height, weight, and blood pressure. Scoliosis checks will be performed on fourth grade students and new students to the school. Scoliosis checks are included in the health physicals offered each spring to students grades sixth through eleventh. Parents/guardians of students with problems in these areas will be notified.

LB 1063 (1998) requires each public school district, at the beginning of each school year, to provide written information supplied by the health and Human Services System to every student describing the availability of children’s health services provided by Kids Connection. The school will be sending the information home with your son/daughter. If you do not receive this information, please contact the schools.

**HIGH SCHOOL ENTRANCE REQUIREMENTS**

Minimum requirements for entrance into High School are as follows for Grades 7 and 8:

 Semester Hours

English 20

Mathematics 20

Science 20

Social Studies 20

Electives 20

**Total Minimum Number of Hours 100**

All students meeting the above requirements will be admitted to High School as students in good standing.

**HOMELESS CHILDREN POLICY**

The school district, insofar as is possible, will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law.

The district’s homeless liaison is the Guidance Counselor. Students in homeless situations who require assistance should contact the liaison at 308-879-4434 or in person at Potter-Dix Public Schools, 303 Walnut Dr., Potter, NE.

A homeless individual is defined as one who lacks a fixed, regular, and adequate residence and has a primary nighttime residence in a supervised publicly or privately operated shelter within the district for temporary accommodations, an institution within the district providing temporary residence for individuals intended to be institutionalized, or a public or private place within the district not designated for or ordinarily used as a regular sleeping accommodation for human beings.

The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.

“Child” and “youth” refers to persons who, if they were children of residents of the District, would be entitled to a free education.

**HOMEWORK**

Homework is due at the time designated by the teacher. If the homework is not turned in at that time, the student will have until 8:00 a.m. the following morning to turn in the assignment. At that time the student will receive 50% of the earned grade. If work is not turned in at 8:00 a.m., the student will receive a zero (0%). Students who ride the Dix bus will turn the assignment in to the principal and/or secretary. The principal and/or secretary will time date stamp when the homework was received and place the homework in the teacher’s mailbox. If the student is absent the next day, homework will be due the day the student returns to school at 8:00 a.m.

**ILLNESS AND ACCIDENT IN SCHOOL**

In the event of student illness or injury, the principal should be notified immediately, then the parent or guardian or someone else that might be designated on the student’s emergency form (by the parent) should be notified immediately and if deemed advisable by the school, such person shall be requested to come to the school and get the child. If this is not possible, a school employee shall take the child home or to the home of a designated person. A student should never be sent home without checking to see if the parents are home. In case of emergency, the school may call the family physician or an available emergency physician for administration of temporary aid.

**IMMUNIZATION AND SCHOOL/ATHLETIC PHYSICALS**

According to Nebraska State Law, every school-aged child (grades K-12) **must** be immunized against the following: measles, rubella (German measles), diphtheria, pertussis, mumps, poliomyelitis (polio), Hepatitis B, Haemophilus Influenza type b (Hib), varicella, and tetanus. Records of these immunizations are required to be in each child’s school file before the child will be allowed to attend school. A waiver may be filled out and signed by those parents who for some reason do not wish to have their children protected against any of these diseases. Law requires either the record of immunization or the signed waiver to be on file at the school. The Counselor’s Office maintains a list of area medical agencies that provide immunizations. If you are in need of this information, just contact the Counselor at the school – (308) 879-4434. When receiving immunizations, children age two (2) months through twenty (20) years, **MUST** be accompanied by parent/guardian, and **MUST** bring previous shot record.

Students in grades 7-12 who attend Potter-Dix Public Schools and participate in the school’s athletic programs are required by Nebraska state law to have a physical before engaging in these activities.

**State law also requires that all students entering kindergarten and the seventh (7th) grade must have a physical before school begins in the fall. Students who transfer in from out-of-state, regardless of grade level, are required to have a school physical before entering school.** School physical forms may be picked up in the office at any time.

Below is a list of immunization rules and regulations:

|  |  |
| --- | --- |
| Student Age Group | Required Vaccines |
| 2-5 year olds enrolledin a school based program not licensed as a child care provider | 4 doses of DtaP, DTP, or DT vaccine3 doses of Polio vaccine;1 dose of MMR given on or after 12 months of age;3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age;3 doses of pediatric Hepatitis B vaccine;1 dose of varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. |
| Students entering school for the first time (Kindergarten or 1st Grade) | 3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4th birthday;3 doses of Polio vaccine;2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month;3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 year of age;1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age,2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  |
| Students entering 7th Grade | 3 doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday; 3 doses of Polio vaccine;2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month;3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age;1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  |
| All Transfer Students from outside the State of Nebraska regardless of age or grade (includes any foreign exchange students) |  Doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday;3 doses of Polio vaccine;2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month;3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age;1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years o age. If given at over 13 years o f age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from aren’t, guardian, or health care provider will be accepted. |
| All other students | 3 doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine;2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month;3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine. If student is 11-15 year of age Varicella is not required.  |

**INCOMPLETES**

Students receiving an incomplete will have two (2) school weeks to make it up. After that time, the grades will be changed to zero unless arrangements have been made with the teacher.

**INTERNET ACCEPTABLE USE POLICY**

We are pleased to offer students of Potter-Dix Public Schools access to the district computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return a permission form to the office. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities

for collaboration, exceed any disadvantages, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their child should follow when using media and information sources. To that end, Potter-Dix Public Schools supports and respects each family’s right to decide whether or not to apply for access.

**District Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

* Sending, receiving, or displaying offensive messages or pictures;
* Using obscene language;
* Harassing, insulting or attacking others;
* Damaging computers, computer systems or computer networks;
* Violating copyright laws;
* Using another’s password;
* Trespassing in another’s folders, work or files;
* Intentionally wasting limited resources;
* Employing the network for commercial purposes;
* Any other action deemed unsuitable by the district’s administration.

Violations may result in a loss of access as well as other disciplinary or legal actions.

**Computer/Laptop Acceptable Use Guidelines**

Potter-Dix Public Schools’ network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Potter-Dix Public Schools. Access to the Potter-Dix computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender’s laptop and/or network privileges.

Laptop, Chromebook, Computer Security Policy During the School Day

1. Students must have laptops with them or locked in their school lockers, Students can check out padlocks in the office. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office;
2. Laptops must be kept in the protective sleeve issued with the laptop. Students are responsible for the care and safety of their laptops. Book bags and back packs with laptops in them should not be thrown or tossed around;
3. Students are not to deface their laptops or protective sleeves in any way (for example: stickers, tape, white-out, marking pens, etc.). If there are any questions, check with administrators;
4. The school’s Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documents. Students may not access web sites, news groups, or “chat” areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher;
5. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory or obscene language. Students may not engage in personal attacks or harass others;
6. Use of the computer (including “Instant Messaging”) for anything other than a teacher directed or approved activity is prohibited during the school day;
7. Internet computer games or any computer games are prohibited in classes, in the lobby, hallways, etc. during the regular school day;
8. Computers may not be used to make sound recordings without the consent of all those being recorded;
9. Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher;
10. Computers may be audited at anytime by school personnel;
11. If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation;
12. Students may use iTunes only for in-class projects under the direct supervision of an instructor;
13. The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, students should be hard-wired to the network;
14. Files stored within the school computer system should be limited to those relating to formal school courses or activities;
15. All students files must be stored in my documents, my music, or my pictures so that files may be deleted easily upon computer check in;
16. Students may access only those files that belong to them or for which they are certain they have permission to use;
17. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action;
18. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity;
19. Sound must be turned off at all times, except when being used as a part of the class;
20. Potter-Dix Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:
21. The user shall not erase, change, rename or make unusable anyone’s computer files, programs, or disks;
22. The user shall not use or try to discover another’s password or another person’s email or other files;
23. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software;
24. The user shall not let other persons use his/her name, logon, password or files for any reason;
25. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats;
26. The user shall not deliberately access or create any obscene or objectionable information, language or images.

**LOCKERS**

Students in grades 7-12 will have hallway lockers for their coats and books. Students may also check out a locker in the locker rooms. Students are reminded that they are not to be in any locker other than their own. Please respect other people’s property as you would want them to respect yours. **If you must bring money or valuables to school, you may check them in to the office for safekeeping.** Lockers are the property of the school and may be inspected or searched at any time. **The school is not responsible for items left in desks, hallways or lockers.**

There are no locks on any of the lockers in the locker room, but locks can be rented from the office or brought from home. Keep your locker combination to yourself. Students bringing locks from home must leave a key or the combination in the office.

Courts of law have determined that the school extends locker use to students only for a legitimate purpose. School authorities, therefore, have not only the right but the duty to inspect lockers either periodically or as needed in the best interest of the students.

**LOST AND FOUND**

A lost and found department is maintained in the office. If you find an item that does not belong to you, bring it to the office. The item will be kept in the office for two (2) weeks. After that time, it becomes the property of the finder. Items that have not been claimed by the end of each semester will be kept at the school for two (2) weeks. Usable items will then be given to Goodwill. Parents whose children lose mittens, coats, boots, or other items are encouraged to check at the office and with the teacher. Many times “lost” items turn up in the child’s desk, on the coat rack, in the room, or in the lost and found.

**SUGGESTION: Mark all of your child’s belongings with the child’s name. Many items brought in as lost and found could be returned to the owner immediately if the item was labeled. This would be helpful in winter when many children leave coats, hats, and mittens on the playground.**

**MEDIA CENTER**

Use of the media center is a privilege that may be taken away if a student abuses the media center rules established by the media specialist. A school media center must have a set of rules to govern media center behavior and use of materials. This is necessary to ensure that all will be treated fairly and provide a pleasant surrounding for quiet reading and studying.

Parents are asked to help students return books on time and in good condition. Checking out books can be a good learning process in regards to building respect for property of others and personal responsibility. Overdue books are always a problem, but with parental help this problem can be greatly reduced. Students who lose or damage media center materials will be charged for replacement or repairs.

* All materials leaving the library must be checked out. Ask a librarian or teacher to help you;
* All books except reserve books may be checked out for a period of two weeks;
* These books may be rechecked only once;
* A fine of $0.05 per day (excluding weekends and vacations) is levied on these books. This fine accumulates until book is returned or declared as lost;
* Certain books are considered on “reserve” and may be checked for over night only. These are due at 8:00 the following morning;
* Encyclopedias and dictionaries are considered “reserve”;
* A fine of $0.10 per class period is imposed on all reserve books not returned on time;
* If you are not able to return a reserve book yourself, make certain someone else does. Absence is no excuse for not returning a reserve book. Send it back with someone;
* All books are to be returned by placing them in the area provided for this purpose;
* Do not return a book by laying it on the shelf. You will be responsible for the book if it is lost or misplaced;
* If a book or magazine is lost, you will be charged the price given in the shelf list file;
* Daily papers and current magazine are not to be taken from the library, without librarian’s consent;
* Magazines are for reference work only. These may be checked out for one week;
* Overdue magazines carry a fine of $0.05 per class period for each magazine;
* A stack of old newspapers and magazines is kept for teacher-pupil use;
* Old magazines and newspapers in the designated area may be used for cutting;
* All fines must be paid at the end of each nine weeks before report cards are given.

**MONEY/VALUABLES**

When it is necessary to send money to school with your child, please send a check. This is safer and provides you with a receipt. Students should not bring items of value to school. It is not possible to provide the needed security for such items. Items may be checked into the office for safekeeping.

**ONE CALL NOW**

The school uses a telephone messaging service that will incorporate phone numbers parents/guardians have given us to use to contact them. The phone numbers could be home numbers, cell numbers, even business numbers, as well as any e-mail addresses that have been provided. The reason for these messages will be primarily calendar issues (i.e., are we having school, not having school) or other issues as they arise.

**PARENTAL INVOLVEMENT POLICY**

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
	1. Parental request to review specific approved textbooks and other district – or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies and other instructional activities.
	1. The principal shall give permission after determining that parental observation would not disrupt the activity.
	2. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other building experiences that parents find objectionable.
	1. Building principals will excuse a student from any single school experience at the parent’s written request.
	2. When appropriate, alternate experiences will be provided for the student by the school.
4. Informed through the Student Handbook of the manner that the district will provide access to records of student.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
	1. The principal must approve all surveys intended to gather information from students before they are administered to students.
	2. Students’ participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

**PROGRESS REPORTS**

Parents will be sent a report when their student is doing unsatisfactory or exceptional work at school. These reports will be sent out approximately every three (3) weeks. The report does not mean that the student is necessarily failing or is incapable of doing the work. It does mean, however, that the teacher feels that the student’s work is not comparable to ability or attitude. Parents are encouraged to follow-up an unsatisfactory progress report by arranging a conference with the teacher.

This year progress reports will be sent out on September 1, September 22, November 10, December 1, January 22, February 16, March 26, and April 20.

**PROM GUIDELINES**

The Junior Class will hold a Banquet and Prom for the Senior Class. Expenses will be paid by the Junior Class.

1. Supervision will be provided by the Junior Class sponsors and the Principal.
2. When a student enters the banquet or dance he/she will not be able to leave and return.
3. All out of school dates must be registered in the office the day before the dance. No dates over the age of 19 years old will be allowed.
4. Decorating may begin the week of the dance, in the evening no later than 9:30 p.m. The Junior Class will be dismissed from school the day before the prom to complete the decorations. Decorating will be allowed on Wednesday evening until 6:00 p.m.
5. Clean up will be the Sunday after prom if necessary.

**PROTECTION OF STUDENT RIGHTS**

The Board of Education respects the rights of parents and their children and has adopted a Protection to Pupil Rights Policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and the No Child Left Behind Act (NCLB). The policy is available upon request from the district’s administrative office. Parents may opt their children out of participation in activities identified by the Protection of Pupils Rights policy by submitting a written request to the superintendent. Parents may have access to any material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

**REPORT CARDS AND PARENT/TEACHER CONFERENCES**

The four quarters of the school year end on the following days. Report cards will issued four (4) times for all students and are usually issued during the week following:

First Quarter…………..October 19, 2017

Second Quarter………December 21, 2017

Third Quarter…………March 9, 2018

Fourth Quarter……….May 16, 2018

Parents may make appointments to visit with teachers, the counselor, or the administration at any time by telephoning the school office (Potter: 879-4434; Dix: 682-5226). Parents are also encouraged to attend the twice-yearly Parent/Teacher conferences. These sessions are excellent opportunities to discuss your child’s progress, problems, or ask any questions you may have. Dates of the conferences are:

September 21, 2017 in Dix

January 25, 2018 in Potter

**SCHOOL AND CLASSROOM VISITORS**

Potter-Dix Public Schools encourages visitations by parents and patrons of the school district. Please report to the office before contacting students or teachers in the classrooms. This will help prevent confusion and allow office personnel to be of better assistance to visitors.

Although visits by parents and other adults are encouraged, students will not be allowed to bring school-age friends or relatives to attend classes with them. This tends to be disruptive.

What follows are some suggestions concerning classroom visits. The first month of school is a “getting to know you” period for both the teachers and students, and the last three (3) weeks of school are always busy. Regular schedules are often abandoned at these times of the year. We would recommend that parents visit at times other than these in order to see a true picture of the child’s classroom. With the exception of these two periods, parents are certainly welcome to visit the classrooms.

If parents wish, they may stop in the office or call ahead of time to make sure that their visit is well timed. By doing this, parents may avoid a time or day when tests are being given. In primary grades, a short visit is recommended.

Occasionally, parents may wish to eat school lunch with their child. Please contact the school or send a note with your child when you plan to do this. Adults will be charged $3.50 per meal and non-school aged children will be charged $2.25 per meal.

The above suggestions are meant to help parents make their visit more meaningful for themselves and their child. We want parents to come to visit.

**SCHOOL DANCES**

The High School will be allowed three (3) all school dances in addition to the Junior-Senior Prom each school year. There must be a President, Dance Chairman, and at least one sponsor for each one. Junior High students are not allowed to attend High School dances.

All school dances will have the following general rules:

1. Dances will have the doors opened thirty (30) minutes before the start of the dance and they will end at 11:30 p.m.;
2. Once students have entered the dance, the may not leave without permission from one of the sponsors. Once students leave the dance, they may not return and their parents will be notified by the dance sponsors;
3. The doors will be open for forty-five (45) minutes after the scheduled start of the dance. No one will be admitted after the doors close unless special arrangements are made with the administration in advance;
4. Students should be properly attired. Students who are not appropriately dressed will be asked to leave. No hats should be worn in the building;
5. All dances will require appropriate supervision. Faculty sponsors are required. Although the administration will be at all dances, he/she is not to be considered a sponsor;
6. Students who have been suspended from school or from extracurricular activities may not attend a scheduled dance held during the suspension;
7. No dates over the age of 19 years old will be allowed;
8. All dates not currently enrolled in grades 9-12 at Potter-Dix Public Schools must be registered, with approval by the administration, in the office by the end of the day the dance is held or the day prior to the dance if the dance is held on a Saturday;
9. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students;
10. Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement and the student’s parents will be contacted if there is reasonable suspicion that the student or a student’s date is under the influence of alcohol or drugs.
11. Dances must be on the activities calendar at least one month in advance.

**Eligibility for Selection as Royalty**

Nomination and selection as royalty for school-sponsored dances is an honor awarded to students by their peers and exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented and will represent themselves, their classmates and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the communities. The students selected to be the “royalty” for the Homecoming and Prom or any other school sponsored dance or activity, shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

Achievement, Citizenship and Conduct Qualifications

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation;
2. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials;
3. The student must be passing all classes and have a cumulative grade average of a D or its equivalent;
4. The student must not have had excessive violations of school policies and procedures during their high school career;
5. The student may not, within twenty-four (24) months of the dance, have engaged in criminal violations involving:
	1. Alcohol, drugs or tobacco;
	2. Driving law violation in which the penalty is a loss of four points or more under the point system;
	3. A Class I, II, III, Class A or Class W misdemeanor;
	4. A felony. Criminal violations will be deemed to have occurred where: (1) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist, or (2) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

Royalty Candidate Eligibility and Selection

The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

Pre-Qualification of and Acceptance by Students

All students nominated for dance royalty shall meet with the Principal. At the meeting, the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated or awarded dance royalty.

Specific Dance Eligibility and Selection Requirements

1. **Homecoming Queen & King:** Only a Senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King. The Queen and King will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
2. **Prom Queen & King:** Only a Senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance. The King and Queen will be chosen from the qualified nominees by secret vote of the Junior Class.

**SCHOOL DISMISSAL IN SEVERE WEATHER**

The Superintendent will make the decision concerning school closing and the decision will be made as early as possible. Notification will be carried over One Call Now, as well as on KSID (1340 am/98.7 fm), on the school’s web site, and the web site for KNEB radio ([www.kneb.com](http://www.kneb.com)).

When school has been dismissed because of severe winter weather, no practices or activities will be held. The building will not be open to students.

**SCHOOL DISPENSED MEDICATION**

Potter-Dix Public Schools will not dispense either prescription or over the counter medication to any student unless: 1) prescription medication, in its original contain detailing dosage and frequency to be taken, is brought to and left in the office to be dispensed; 2) over the counter medication must be clearly marked and accompanied by note from a parent or legal guardian stating the medication is acceptable to take.

**SCHOOL EQUIPMENT/PROPERTY**

Potter-Dix Public Schools allows students to use school owned property throughout the educational process. Some of the equipment/property includes, but is not limited to, textbooks, calculators, computers, science lab equipment, or shop tools. Because students are allowed to use school owned equipment/property, they are responsible for its care and condition. If school owned equipment/property is lost, stolen or damaged while used by or on loan to a student, that student will be required to reimburse the school the amount of any replacement/repair costs.

**SCHOOL TRANSPORTATION**

The school will provide transportation for all student activities. Students who miss the school provided transportation to a school sponsored activity will **not** be allowed to participate in that activity. Students **may not** drive themselves to any activity without special permission from the administration.

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is a Federal Civil Rights Rehabilitation Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.
4. In order to fulfill obligations under Section 504, Potter-Dix Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs or practices of the school system.

The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child’s educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child’s rights; and (6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Mike Williams, Superintendent, Section 504 Part D Coordinator at the school (308-682-5226).

**SEXUAL HARASSMENT**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct constituting sexual harassment. The Board of Education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s educational opportunities or creates an intimidating, hostile or offensive learning environment.*

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal, or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

**STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Potter-Dix Public Schools will give parents/guardians the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for all of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or provisional teaching certificate;
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator at the school The information will be provided to you in a timely manner. Finally, Potter-Dix Public Schools will give timely notice to you if your child has been assigned to or has been taught four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**STUDENT ASSISTANCE**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child’s teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

**STUDENT BULLYING**

**Bulling Prohibited**

Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

**Disciplinary Consequences**

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

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

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

**Bullying Prevention and Education**

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

**Policy Review**

The school district shall review this policy annually.

**\*\*STUDENT DISCIPLINE MATRIX\*\***

This plan is designed to be progressive and students who are repeatedly referred to the principal’s office for additional disciplinary measures will be disciplined according to the charts below. Classroom teachers are responsible for initial discipline of a student who is disobedient or disrespectful in class, through email to the principal. Each time a student receives an office referral he/she will receive a specific amount of points. Any points received will be cumulative throughout the year. The accumulation of 90 points or more will result in recommended expulsion to the Board of Education.

These student conduct rules are established to maintain a school atmosphere where students can learn to be productive and responsible citizens. Violations of these rules will result in disciplinary action.

**Category 1**

**Violations:**

* **Public Display of Affection**
* **Dress Code Violation**
* **Disruption of Class**
* **Parking Illegally**
* **Cell Phone (confiscation)**
* **Sleeping in class**
* **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Points** | **First Offense** | **Second Offense** | **Third Offense** | **Fourth Offense** |
| **4** | **Warning** | **Detention** | **ISS** **(1 day)** | **OSS** **(1 day)** |

**Category 2**

**Violations:**

* **Inappropriate Gestures/Behaviors**
* **Profanity/Vulgarity**
* **Failure to Attend Detention**
* **Disruption of class/school/assembly**
* **Lying**
* **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Points** | **First****Offense** | **Second****Offense** | **Third****Offense** | **Fourth****Offense** |
| **8** | **ISS** **(1 day)** | **OSS****(1 day)** | **OSS****(3 days)** | **OSS****(5 days)** |

**Category 3**

**Violations:**

* **Cheating**
* **Skipping/Cutting Class**
* **Disorderly Conduct**
* **Indecent Material**
* **Jeopardizing the Safety of Self or Others**
* **Leaving School Grounds Without Permission**
* **Misuse of School Material and Equipment**
* **Not Following Request of School Official**
* **Use/Possession of Tobacco Products\***
* **Careless Driving/Speeding**
* **Trespassing**
* **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Points** | **First****Offense** | **Second****Offense** | **Third** **Offense** | **Fourth****Offense** |
| **12** | **ISS****(1 day)** | **OSS****(2 days)** | **OSS****(3 days)** | **OSS****(4 days)** |

 **\*Refer to Substance Abuse Policy**

**Category 4**

**Violations:**

* **False Call/Forgery of Notes**
* **Vandalism I (A value of less than $100)**
* **Theft I (A value of less than $100)**
* **Disrespect to Faculty Members**
* **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Points** | **First****Offense** | **Second** **Offense** | **Third****Offense** | **Fourth****Offense** |
| **16** | **ISS****(1 day)** | **OSS****(2 days)** | **OSS****(3 days)** | **OSS****(5 days)** |

**Category 5**

**Violations:**

* **Gross Misbehavior**
* **Harassment/Intimidation/Bullying**
* **Vandalism II (A value of more than $100)**
* **Theft II (A value of more than $100)**
* **Insubordination**
* **Fighting**
* **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Points** | **First****Offense** | **Second****Offense** | **Third****Offense** | **Fourth****Offense** |
| **20** | **ISS****(2 days)** | **OSS****(3 days)** | **OSS****(5 days)** | **OSS****(10 days)** |

**Category 6**

**Violations:**

* **Plagiarize**
* **Indecent Behavior**
* **Open/Persistent Defiance of Authority**
* **Threatening Behavior**
* **Physical Assault**
* **Under the Influence of Alcohol/Drugs\***
* **Possession of Alcohol/Drugs/Drug Paraphernalia\***
* **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Points** | **First****Offense** | **Second****Offense** | **Third****Offense** | **Fourth****Offense** |
| **30** | **OSS****(3 days)** | **OSS****(5 days)** | **OSS****(10 days)** | **Recommend****Expulsion** |

**\*Refer to Substance Abuse Policy**

**Category 7**

**Violations:**

* **Extortion**
* **False Fire Alarm**
* **Selling, Giving, or Exchanging Drugs/Alcohol\***
* **Possession of a Weapon Other than a Firearm (i.e, knife)**
* **Possession or use of Firecrackers/Fireworks**
* **Terroristic Threats**
* **Other**

|  |  |  |
| --- | --- | --- |
| **Points** | **First****Offense** | **Second** **Offense** |
| **45** | **OSS and Recommend****Expulsion, Police****Contact** | **Recommend****Expulsion,****Police Contact** |

 **\*Refer to Substance Abuse Policy**

**Category 8**

**Violations:**

* **Arson**
* **Bomb Threat**
* **Physical Assault (school employee)**
* **Possession and/or use of Explosives**
* **Use of any Instrument as a Weapon**
* **Possession of a Firearm**
* **Other**

|  |  |
| --- | --- |
| **Points** | **First Offense** |
| **90** | **Expulsion (1 year), Police Contact** |

**STUDENT DISCIPLINE POLICY**

It shall be the policy of the Potter-Dix Public Schools to comply with the Student Discipline Act of 1994, the Gun Free Schools Act of 1994, and LB 658 enacted by the 1995 Nebraska Legislature. Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective school process.

**Short-Term Suspension**

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

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

The following process applies to short-term suspension:

1. The Principal or the Principal’s designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension

shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

1. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student’s version of the facts.
2. 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. 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.

**Long-Term Suspension**

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

**Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect trough the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student’s parent of guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student’s circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student’s conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student’s participation and conduct has been satisfactory or not shall be made by the Principal or the Principal’s designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expel 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 from 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 also 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 need not be limited to, 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 during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and 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 conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat: 79-254 through 79-292, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level or impairment and includes even the odor of alcohol on the breath or a person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, is a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, not 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;
12. Dressing in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding school district buses;
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event 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:
	1. The knowing and intentional use of force in causing or attempting to cause person 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,
	2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Firearms
	1. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
	2. 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:
		1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student’s teacher, building administrator and parent.
		2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
		3. 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.
		4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students must comply with the dress code set forth in the student handbook. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Violations of the dress code will result in disciplinary action. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression or profanity), a first offense of the dress code may result in discipline, up to expulsion.

1. “Bullying” and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.
2. Students who violate the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion.

**Due Process Procedure**

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

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student 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.
3. The Principal or his or her designee shall serve the student and the student’s parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
	1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence.
	2. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
	3. A statement explaining the student’s right to a hearing upon request on the specific charges.
	4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
	5. A statement that the administrative representative, legal counsel for school, the student, the student’s parents, or the student’s representative or guardian shall have the right to examine the student’s academic and disciplinary records and any affidavits to be used at the hearing and the substance of their testimony.
	6. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student’s parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal’s recommended consequence shall automatically go into effect.
6. If a hearing is request more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing b the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

**Hearing Procedure:**

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student’s parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student’s parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days’ actual notice to the administrative representative, and the student, the student’s parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student’s parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student’s parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student’s parents or guardian, the student’s representative, if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student’s psychological evaluation or emotional problems are being discussed. The student or the student’s parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student’s conduct and the student’s records, but not unless such statements and records have been made available to the student, the student’s parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student’s parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student’s interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student’s parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of Schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severs sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent’s determination shall be made by certified registered mail or by personal delivery to the student, the student’s parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent’s determination shall take immediate effect.
12. **Appeal to Board.** The student, student’s parents or guardian may, within seven school days following the receipt of the Superintendent’s decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent’s determination, the Board of Education or a committee of not less than three members, shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school’s case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent’s disposition of the case if it finds his/her decision to be too severs, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

**Emergency Exclusion Procedure**

This procedure shall govern the process of considering the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent’s designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

**Notification of Student’s Parent(s) or Guardian(s)**

The superintendent or the superintendent’s designee shall notify the student’s parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

**Opportunity to Request a Hearing.** The student’s parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

**Hearing Examiner’s Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request up on a showing of good cause. No hearing will be held on less than two (2) school days’ notice unless otherwise agreed to by the student’s parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student’s Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student’s records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student’s parent(s) or guardian(s). The student may be represented at this hearing by a representative of the family’s choice.

**Student’s Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student’s character to testify on behalf of the student. If school personnel or other students are requested to testify by the student’s parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner’s Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent’s Decision.** The superintendent will review the hearing examiner’s report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student’s parent(s) or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

**STUDENT FEES**

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

**Definitions.**

1. “Students” means students, their parents, guardian or other legal representatives.
2. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

**Listing of Fees Charged by this District.**

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

Students have the responsibility for furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students on in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair, or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards.

Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

**2. Personal or consumable items.**

Students have the responsibility to furnish any personal or consumable items for participation in the course and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for the use during the school day due to the limited number of District items available to students. While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

**3. Materials required for course projects.** Students have the responsibility to furnish or to pay the reasonable cost of any materials required for such projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District’s fee waiver policy (section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District’s fee waiver policy (section12); however, the District is not required to provide for the use of and attire for participation in extra-curricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extra-curricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

**4. Extra-curricular activities – specialized equipment or attire.** Extra-curricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extra-curricular activities. The District does not have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extra-curricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

**5. Extra-curricular Activities – Fees for participation.** The District does not generally charge fees for participation in extra-curricular activities.

**6. Postsecondary Education Costs.** Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary education institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge of tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

**7. Transportation costs.** Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

**8. Copies of student files or records.** The Superintendent or the Superintendent’s designee shall establish a schedule of fees representing a reasonable cost for reproduction or copies of a student’s file or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost for copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student’s files or records and no fee shall be charged to search for or retrieve any student’s files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

**9. Participation in before-and-after-school or pre-kindergarten services.**  Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

**10. Participation in summer school or night school.** Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

**11. Breakfast and lunch programs.** Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club, or parent group sale, a book order club, or the like.

**12. Wavier Policy.** The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extra-curricular activities, (2) admission fees and transportation charges for student spectators attending extra-curricular activities; (3) material for course projects, and (4) use of a musical instrument in optional music courses that are not extra-curricular activities. Participation in a free lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, or prior to purchase of the materials. Materials for course projects to be provided to free or reduced-rice lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

**13. Distribution of Policy.** The Superintendent or the Superintendent’s designee shall publish the District’s student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Student Handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

**14. Student Fee Fund.** The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extra-curricular activities; (2) postsecondary education costs; and (3) summer school or night school.

**STUDENT CODE OF CONDUCT**

In the broader sense, there are three basic rules, which all students should observe so that they can gain the highest possible academic achievement:

1. Have a concept of, and practice, the rules of good citizenship, conducting yourselves as ladies and gentlemen.
2. Realize that you are in attendance at school to receive the best possible education.
3. Do the best possible work in school within each individual’s capabilities.

The following guides are set up to enable the student to observe these basic rules.

1. This handbook is placed in the hands of all students and parents. It should be kept near at hand at all times, preferably in the notebook or at home.
2. Students need to practice constructive leadership and citizenship and are responsible for helping to create a good classroom situation. They should have a quiet attentive attitude in the classroom and study hall and should give the teacher complete cooperation.
3. Students will be expected to be in one of three places during the school day: (a) classrooms, (b) supervised study hall, or (c) sponsored activity.

**Under no circumstances should a student interrupt a class lecture situation. No student should be in the locker room during the last period of the day. No coach or teacher may give permission for students to dress early for practice.**

1. Study hall and class rules will be established by those in charge.
2. Students are expected to conduct themselves in an orderly manner at all sponsored activities. They should assist the teacher in charge by giving him/her the same cooperation as is given in the classroom.
3. Promptness is an associated learning in all schools; it is expected that the students will be on time.
4. Students tardy at the beginning of the school day will report directly to their first period. Tardies will be reported to the office by the end of the day. If a student misses more than 15 minutes of the class they will be counted absent.
5. Noise must be held to a minimum while moving from class to class.
6. All property belongs to the school and has been provided at the taxpayer’s expense. This property is for use by students for the purpose of education. Any defacing, mutilation, vandalism, or destroying of this property will be paid for if destroyed or harmed. Do not put nails or staples in woodwork for any reason.
7. Students sent to the office for discipline during the day will be required to make up time they are out of class, minute for minute, after school with the teacher.

**STUDENT ORGANIZATIONS/ACTIVITIES**

Our high school offers extra-curricular activities to help promote more interest and a change of pace for its students. The following is a brief description of each:

1. Music Program: Our high school has had an excellent band in past years. Tryouts for Swing Choir are held in the spring for participation during the upcoming school year. Those to participate are chosen by the music teacher.

2. Classes: Class Officers shall be: President of class and Representative to Student Council, Vice-President, Secretary/Treasurer, Class Representative to Student Council. Voting will be held as soon as possible at the beginning of school.

3. Cheerleaders/Dance Team: Cheerleaders/Dance Team will be elected in the spring according to established Bylaws, which are available upon request. Any member violating the Constitution Bylaws of the Club is subject to dismissal.

4. Student Council: Elected students serve as representatives of the student body to develop leadership skills and give students practice in democratic self-government. The Student Council will consist of:

a. President – Senior eligible only

b. Vice-President – Juniors an Seniors eligible only

c. Secretary/Treasurer – Sophomores, Juniors and Seniors eligible only.

d. Representatives – A student council candidate will run for one of two positions available for their class. The top two students for each class will be the student council members. All student council candidates are required to have each teacher complete an evaluation form. Forms will be distributed by candidates scores will be based on the following rubric: teacher evaluations (200 points possible) and each student vote counts as 1 point. The sum of teacher evaluation points and student votes will be calculated for each candidate. The top two candidates with the highest point from each class will be elected to the student council.

5. Officer Limits: A student should not hold more than **one** of the following major offices during a school year:

a. Senior Class President

b. Junior Class President

c. Letter Club President

d. Student Council President

e. Class Treasurer

**STUDENT SUPPLIES**

Parents and students are reminded that they are responsible for certain necessary and reasonable supplies for use in the classroom. Pens, pencils, erasers, crayons, and specific teacher-requested items should be sent with the student. The school supplies many of the materials used by elementary students (e.g., penmanship paper, art supplies). Supplies requested by the teacher are usually items readily available at home or may be inexpensively purchased. Students should not get into the habit of “borrowing” items from classmates or teachers. IT IS NOT YOUR CLASSMATES’ OR TEACHER’S OBLIGATION TO SUPPLY THINGS FOR YOU.

**STUDENT TELEPHONE**

Students may use the office phones to contact parents when necessary. **The phones are available before school, during the lunch period, and after school. Special permission from the office is required to use these phones at other times.** The phones in the classrooms are not to be used by the students in any circumstances.

**STUDENT USE OF THE COPY MACHINE**

Students may have copies made of class related material **only** when authorized to do so by the teacher whose class material is being copied. Materials copied that do not relate to an education purpose will cost $0.10 per copy. Students are to bring their material to be copied to the office.

**STUDENTS DRIVING TO SCHOOL**

All students driving to school **must** park in the school parking lot. Cars in the school parking lot may be moved during school hours only with permission from the administration. Students whose parents have contacted the office either by phone or a note will be given permission to move their cars. Violations of this policy will result with the student making up one hour after **school the day of the violation**. Punishment for each subsequent offense will be double the previous amount of time.

By driving personal vehicles to school, students consent to having that vehicle searched by school officials if they have reasonable suspicion that such a search will reveal a violation of school rules.

Students who are participating in a school-sponsored activity and will be gone all day must park their cars in the parking lot. The only exception will be if the activity requires the student to be gone overnight.

**STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL HOURS**

There is no need for students to enter the building before 7:45 a.m., unless under the direct supervision of a faculty member. Students who are not out for athletics are not to be in the building after school unless they are under the direct supervision of a teacher. The building should be cleared fifteen (15) minutes after the last bell of the day. Students who are in the building without authorization will make up time after school.

**STUDY TIME**

Supervised study time will be the time when students may go to the Media Center or Computer Lab without an instructor. If an assignment requires the use of the Media Center the teacher may have to schedule a whole period for Media Center usage. All arrangements for an entire class to go to the Media Center will be made in advance with the media specialist.

**SUCCESS FOR LEARNING**

In order to give each child every opportunity to succeed at his/her educational process, the school is continuing the Success For Learning (SFL) program.

This program has been developed because of a significant need to provide to students who are struggling academically with opportunities for individual instruction, facilitate study skills, improve reading comprehension, and general student performance.

Fridays will be set aside as early release days for SFL.

Each student will be assured additional time and support when needed through a small-group or one-on-one tutorial until he/she has achieved mastery of all lessons. The guided study program will give all students the skills, disposition, and direct supervision to ensure that they complete their work and begin to experience and maintain academic success.

School will be dismissed every Friday at 1:44 p.m. Shuttle buses will run at that time with route buses running accordingly. Parents will be notified by Thursday of the week their child(ren) will be receiving individual instruction on Friday. Parents will then be responsible to pick up their child(ren) on that Friday at 3:00 p.m.

 **TARDINESS**

Punctuality is an important quality for students to possess if they wish to succeed in life. In the event that a student should come in late for class without a written excuse signed by a teacher, he/she will be counted tardy.

All students who are late to first period or the period after lunch are to report to the office. Teachers will not allow students into these classes without a slip from the office. The pass from the office will be marked as excused or unexcused.

At the beginning of each **semester**, students will receive two (2) warning before making up time. The third time a student is tardy to school or class, a thirty (30) minute detention will be served for the administration. Each additional set of three (3) tardies will result in progressive disciplinary consequences.

**TRANSCRIPTS**

Students’ transcripts will be generated at the end of each semester after all grades have been recorded. Students with incomplete grades will have two (2) weeks to make up their work. Official transcripts may bot be issued when incomplete grades exist or until four (4) weeks after the end of the semester. All semester grades earned from grades 9-12 will be averaged to determine a student’s cumulative GPA. The class ranking will be determined by listing the student’s cumulative GPA in descending order. The class size will be the number of students in the class at the time of the ranking.

Students who move into the district will not be counted in the class size for purposes of ranking until they have completed two semesters at Potter-Dix. If a new student needs their class ranking for scholarship and/or college entrance applications and they have not received two semesters of grades from Potter-Dix, their GPA and class ranking from their previous school will be sued. Students who transfer to Potter-Dix from a school which uses alphabetical or a four point grading system will have their grades converted to percentage grades to determine their GPA and class ranking. The following conversion table will be used:

|  |  |  |
| --- | --- | --- |
| 99 | A+ | 4.00 |
| 96 | A | 4.00 |
| 94 | A- | 3.80 |
| 93 | B+ | 3.50 |
| 89 | B | 3.00 |
| 86 | B- | 2.80 |
| 85 | C+ | 2.50 |
| 82 | C | 2.00 |
| 78 | C- | 1.80 |
| 77 | D+ | 1.50 |
| 74 | D | 1.00 |
| 70 | D- | 0.80 |
| 69 & below | F | 0.00 |

If a student receives a grade below 70% or its equivalent in any class, it will be included in that student’s GPA until the student retakes the class. When the class is retaken, the failing grade will be replaced with the new grade and a new GPA will be established. The official student transcript will indicate that the student has retaken the course by means of a notation and a single line drawn through the deleted course on the transcript. However, class ranking will only take place at the end of each semester.

An official transcript will be one that has the signature of the guidance counselor, Principal, or Superintendent, which is dated and imprinted with the school seal. It will be mailed directly to the colleges, scholarship agencies, or given to the student in a sealed envelope. Students may request copies of their transcript, but most educational institutions will not recognize them as an “official transcript” unless it is mailed from the school.

There may be occasions when it will be necessary for the guidance counselor, in conjunction with the administration, to make exceptions to this policy. Sickness, home schooled students, extended absences, special education students, and unforeseen circumstances are some examples.

**USE OF THE SHOP**

Under no circumstances is a student to be using power equipment in the shop without a faculty member present. Any violation of this rule will result in the los of shop privileges and the removal from all shop classes.

**WHEN YOU HAVE QUESTIONS**

All Potter-Dix Public Schools personnel are interested in having good public relations with residents of our school district. We are willing to visit with people whenever they contact us with questions because we want everyone to have correct information. The only exception to patrons receiving complete answers would be when there are confidentiality concerns or comments might be injurious to someone’s reputation, in which case we would have to decline to comment on that situation.

When you have questions, comments, concerns, or complaints, please contact the people at school who are responsible for those areas. By doing this as events occur, the question will be answered without becoming a larger problem that is more difficult to solve. You will be treated in a courteous manner whenever you make an inquiry. The reception will be pleasant and the discussion will be conducted in a professional way, even if there is disagreement.

|  |  |
| --- | --- |
| Questions | People to Contact |
| Your child’s school work | Teacher and then the counselor |
| Discipline | Teacher and then the Principal |
| Bus routes/bus times | Transportation Director and then the Superintendent |
| Class schedules | Counselor and then the Principal |
| Athletics | Coach and then the Activities Director |
| Health problems | Counselor and then the Principal |
| School regulations | Principal and then the Superintendent |
| School Board Policies | Superintendent |
| Student Absences | Attendance secretary and then the Principal |
| Lunch account/bills | Lunch account secretary |
| Other bills | Superintendent |

**ACTIVITIES GUIDELINES**

**ACTIVITIES PROGRAM PHILOSOPHY**

An outstanding activities tradition, such as the one at Potter-Dix, is not built overnight. It takes the hard work and dedication of many individuals over many years. The tradition will continue with the setting of goals and the development of skills that are required to be a competitive participant. The tradition at Potter-Dix has been to field winning teams so that deserving distinction comes to the communities, school, and students. Such a tradition is worthy of the best efforts of all concerned: spectators, coaches, activity participants, and student body. Each contest at each level of competition will always be played to win. By doing so, leadership, confidence and a good self-concept will result. The participant will be a winner and respect will always be maintained for the school, opponents, fellow activities participants, and foremost, the students themselves.

**THE ACTIVITIES PARTICIPANT**

The Potter-Dix Public Schools activities program is designed to provide wholesome opportunities for those students who desire competitive extra-curricular activities. Seven sports are available to high school students, as are two non-athletic activities involving state level competition. Boys and girls are welcome to try out for any of the interscholastic activities available to them provided they meet the requirements established by the Nebraska State Activities Association (NSAA) and agree to follow the school’s rules and guidelines. It is the desire of the Potter-Dix activities program to instill the image of a respected participant in each student. As a member of a Potter-Dix interscholastic team, the student has certain responsibilities to uphold. These are:

1. Consider all opponents as guests of our school and treat them with all the courtesy due friends and guests;

2. Accept the decision of the officials without question;

3. Refrain from using abusive language or making irritating remarks;

4. Applaud good sportsmanship from opponents and teammates;

5. Strive for victory through fair play according to the rules of the game.

6. Love the activity for its own sake not for what winning might bring;

7. Do everything possible to encourage enthusiasm for the activity, and show courtesy and respect for the participants, coaches, and fans;

8. Winn without boasting; lose without excuses;

9. Do all that can be done to make the entire activities program something the school and communities will always be proud of.

Our activities participants are special. By choosing to represent their school and communities, they accept more responsibilities than the non-participant. These participants are individuals who accept these responsibilities to broaden, develop, and strengthen character. Students in extra-curricular activities owe it to themselves to get the greatest possible good from their school experiences, studies, and participation in other curricular activities. One has the responsibility to always work up to his/her ability, do his/her best and follow the rules. The activities participant represents the school and communities

and automatically assumes a leadership role when involved in extra-curricular activities. The student body and citizens of the communities recognize the participant because he/she is under the spotlight every time he/she performs. The student body, communities and other communities judge our school by the conduct and attitude of our activities participants on and off the field, court, track, or stage. The activities participant should strive to make the school and the communities proud by his/her performance and devotion to high ideals. The younger students are watching and will imitate what they see. Potter-Dix athletes should not let them down, but rather give them high ideals to follow.

**ACTIVITIES PARTICIPATION GUIDELINES**

By choosing to be a part of the activities program and Potter-Dix High School, a student agrees to abide by the training rules established by the coaches/sponsors and administration and supported by the Potter-Dix Public Schools Board of Education. The coaches/sponsors and administration in conjunction with the Board of Education are in unanimous agreement that the use of tobacco, alcohol controlled substances, and unlawful acts are not only detrimental to the student, but also to the team they represent. These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls basketball, boys and girls track, golf, cheerleading, dance, student council, National Honor Society, quiz bowl, one-act play production, speech, instrumental music (except for holiday and spring concerts), vocal music (except for holiday and spring concerts), and homecoming and Prom royalty candidates and/or attendants.

The following guidelines are in effect from the NSAA first allowable practice date in the fall to the last scheduled NSAA activity in the spring. These rules apply to all participants, grades 7-12 (Jr. High athletics will be modified to fit the length of sports seasons.) A participant is anyone who has participated in a sport or activity, is currently participating in a sport or activity, or one who plans to participate in a sport or activity in the future. Each student is expected to abide by the following expectations for all years at Potter-Dix Public Schools. **In the event an investigation is warranted, and the athlete in question does not confess to the infraction and is convicted in a court of law, they will automatically be subject to the penalties as a second offense from the time of the conviction.** A participant is required to serve out his/her penalty before he/she will be allowed to participate in any further activity performances at Potter-Dix Public Schools. Suspensions can and will be carried over to the next school year. Public performances include all competitions/performances of the aforementioned activities (with the exception of the holiday and spring concerts for band and vocal music) that are contracted (for athletic activities) and scheduled (non-athletic activities). Inter-squad scrimmages do not count.

**ALCOHOL, CONTROLLED SUBSTANCE, TOBACCO, AND UNLAWFUL ACTS VIOLATIONS:**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

1. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and,

2. Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student can safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol.)

Use of alcohol, tobacco, alternative nicotine products and/or drugs will result in disciplinary action as per Board Policy. Forms shall be provided for parents and students to read and sign.

The administration will make an independent investigation into any matters that result in a student being cited and/or charged with a violation. The following are some situations that may warrant an investigation that may result in disciplinary action:

1. Any witnessing of a student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substance by a staff member of the Potter-Dix Public Schools or subsequent witnesses from a variety of different sources.
2. Any information provided by law enforcement officers as to the violation of these policies.
3. Any conviction involving the use, possession or distribution of controlled substances or alcoholic beverages.
4. Any confession by the student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substances.
5. A determination that the student is a delinquent child under the Juvenile Statutes of the State of Nebraska, as a result of the use of controlled substances or alcoholic beverages.
6. If the student is charged or 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.

If a student is under activities suspension at the time of Homecoming or Prom, or has been placed under 2nd offense activities suspension at any time, or is a senior and has been suspended from activities during that school year, even if it is 1st offense, he/she will not be a candidate for Homecoming or Prom royalty.

A student disciplined and/or dismissed from an activity for any reason has the right to procedural due process. If it becomes necessary to enforce the suspension rule, the participant and/or parents may appeal the decision to the Superintendent.

**Random Drug Testing**

1. Need for Random Testing – The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.
2. Eligibility for Random Testing – Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored Competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups. School sponsored Competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, student council, national honor society, academic teams, choir, scholar bowl, and debate teams.

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student’s parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Contest to Test Form.

1. Testing Procedure
	1. Random Testing - A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection – The testing collection process will be conducted in a manner that protects student

 privacy, while also guarding against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medication.

4. Confidentiality – All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students’ other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests – Any of the following shall be considered to be a positive test result:

* A confirmed positive alcohol or drug test;
* Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
* Tampering with the specimen collection process.

The following shall result from a positive test result:

* The student’s parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
* The student’s privilege of participating in extracurricular activities will be restricted as follows:
* For the first positive test, the student is ineligible to participate in any extracurricular activities for twenty (20) school days. The student may continue to participate in extracurricular activities if within ten (10) school days of the meeting with the parents or guardians the student show proof that the student is receiving substance abuse counseling with a qualified professional and submits to a second drug test within two (2) weeks.
* For a second positive test, the student is ineligible to participate in any extracurricular activities for thirty (30) days. To return to participation, the student must complete four (4) hours of substance abuse counseling, and must submit to five (5) follow up drug tests during the next twelve-month period.
* For a third and subsequent third positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures – A student or the student’s parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period, the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student’s parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student’s side of the story. The meeting for this purpose may be held in person or via a telephone conference.
	1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student’s version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
	2. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case, the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Activities Director or the Activities Director’s designee will send a written statement to the student and the student’s parent or guardian. The statement will describe the student’s conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student’s parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent’s designee to conduct the hearing and make a decision.
	1. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal’s office.
	2. The request for a hearing must be received by the Superintendent’s office within five days of receipt of the notice letter.
	3. If a hearing is requested:
		1. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent’s designee.
		2. The Superintendent or the Superintendent’s designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
		3. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
		4. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

**ACTIVITIES PROGRAM EXPECTATIONS**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to students. As parents, when your student(s) become(s) involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program.

**Communication From the Coach**

1. Philosophy of the coach;
2. Expectations and goals the coach has for your child as well as for the team/season;
3. Locations and times of all practices and contests;
4. Team requirements, special equipment, strength and conditioning program;
5. Procedure if your child is injured during participation;
6. Team rules, guidelines and consequences for infractions;
7. Lettering criteria;
8. Team selection process.

**Communications Coaches Expect From Activities Participants and Parents**

1. Concerns expressed directly to the coach;
2. Notification of any schedule conflicts in advance;
3. Notification of illness or injury as soon as possible.

As your child becomes involved in the programs at Potter-Dix, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

**Appropriate Concerns to Discuss With Coaches**

1. The treatment of your child;
2. Ways to help your child improve;
3. Concerns about your child’s behavior.

It is very difficult to accept your child not playing as much as you hope. Coaches are professional. They make decisions based on what they believe to be the best for all students involved. As you have seen from the listed items, certain things can and should be discussed with your child’s coach. Other things, such as those listed below, must be left to the discretion of the coach:

1. Playing time;
2. Team strategy;
3. Play calling;
4. Other student participants.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other person’s position. Such a conference should never happen at a home or away contest as emotions on both sides may prevent a positive discussion from taking place. The conference should be scheduled in advance through the A.D. and may or may not be attended by the A.D. If the parent feels that their concerns have not been addressed, the chain-of-command should be followed, which is A.D., principal, then superintendent.

**Coaches Code of Conduct**

1. Be accountable to yourself and to your program;
2. No playing favorites – treat all players equally;
3. Provide constructive criticism;
4. Provide opportunities during the off-season;
5. Lead by example;
6. Recognize a job well done;
7. Know when to “turn it on” and “turn it off”;
8. Respect and trust players;
9. Keep your composure;
10. Know when to let things go;
11. Be straightforward – not sarcastic;;
12. Single players out for positive things, never for negative things;
13. Promote healthy habits;
14. Don’t talk down to your players.

**Parent Code of Conduct**

1. Make sure your child understands that win or lose you love him/her;
2. Encourage students that all participants play an important role in each activity;
3. Help your child set realistic goals;
4. Emphasize “improved” performance, not winning;
5. Provide a safe environment for training and participation;
6. Control your emotions at games an events;
7. Be a “cheerleader” for your child and other students on the team;
8. Respect your child’s coaches 0 communicate with them in a positive way and encourage others to do the same;
9. Be a positive role model
10. Have fun!

All we are asking is that you be sensible, responsible, and keep your priorities in order. There is a lot more at stake than a won-loss record.

**Student Code of Conduct**

1. School representative: Student participants must demonstrate that they can and will respect themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the communities;
2. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s:
	1. Talent or skill;
	2. Desire to improve the student’s own skills or talents as well as those of others in the activity;
	3. An attitude of respect towards teammates, the coaches, the school, and the communities.

**Grounds for Extracurricular Activity Discipline** (Board Policy 5103)

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat 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, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information.)
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Potter-Dix Public School buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

**BEGINNING A NEW SPORT**

Students may not check out equipment for one sport until all equipment and bills from the preceding sport have been turned in or cleared up.

**DRESSING ROOM GUIDELINES**

Student participants will be under direct supervision of the coach in charge while dressing. Students must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes should always respect the equipment and supplies in the training room. The coach’s office and equipment rooms are off limits to all athletes except student managers.

Whenever possible, a coach should be in the locker room when students are present. In order to provide security for students’ property, keys should not be given to a student. When a student needs a whirlpool and the coach cannot be present, he/she should assign a capable student to assist with the whirlpool.

Horseplay in the locker room will not be tolerated. When no one is in the locker room, the doors should be locked.

Coaches should never leave a student on the practice floor or field without supervision. Discourage non-participating students from being in the practice areas.

**No coach may leave the building until all athletes under his/her supervision have left the building.**

**ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

A student must have received credit for twenty (20) semester hours of school work for the immediate preceding semester in order to be termed eligible. The term “preceding semester” means the semester immediately before the semester in which a student wishes to participate in athletics, band, chorus, etc. An ineligible student will not participate in any NSAA sponsored competitions.

**All senior high transfer students coming into the school system must have their eligibility approved by the NSAA prior to competition. This approval should be initiated through the Activities Director.**

The following eligibility requirements have been established by Potter-Dix High School for participation in extracurricular and athletic competition. Students must be aware of the following:

1. Ineligibility means not maintaining at least a 70% average in any class;
2. Weekly eligibility is determined each Thursday in each class with ineligibility beginning the next Monday and lasting through Saturday of that week;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Thursday;
4. The administration must notify each student of the ineligibility;
5. The administration will send a letter to the parents of each ineligible student notifying them of the student’s status for each particular week.
6. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extracurricular or athletic activity;
7. Any student appearing on the ineligible list for the second consecutive week in any class (does not have to be the same class) will be ineligible in all extracurricular and athletic activities for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher
8. Any student appearing on the ineligible list in more than one class shall be ineligible for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher.

These ineligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls basketball, boys and girls track, golf, cheerleading, dance, student council, National Honor Society, quiz bowl, one-act play production, speech, band (except for holiday and spring concerts), and chorus (except for holiday and spring concerts).

**NSAA ELIGIBILITY**

In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. The following is a summary of those rules:

If you do not understand the rules listed below, or you need an explanation of other requirements, consult the Principal or A.D.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 20 hours per week and in regular attendance in accordance with the school’s attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current year.
4. Student is ineligible if 19 years of age before AUGUST 1 of the current school year. (Student may participate on a high school team if he/she was 15 years of age prior to august 1 of current school year.)
5. After a student’s initial enrollment in grade 9, he/she shall be ineligible after eight semester of school membership.
6. Student must be enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her high school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first day of practice as permitted by NSAA rules.
9. A student shall not participate in sport 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. A student shall not participate on an all-start team while a high school undergraduate.
11. A student entering grade nine (9) for the first time after being promoted from grade eight (8) of a two-year junior high, or a three year middle school, or entering a high school for the first time after being promoted to grade ten (10) from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety (90) school days. If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety (90) school days.

When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety (90) school days, except:

If the change in domicile by the parents occurs during the school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

If a student has been attending the same high school since initial enrollment in grade nine and the school located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

1. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
2. 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 his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
3. A student shall not participate in a contest under an assumed name.
4. A student must maintain his/her amateur status.

**EQUIPMENT**

The athletic department tries to furnish the athlete with the necessary and feasible equipment. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out to that athlete and should be prepared to pay the cost of replacement should it not be checked in at the end of the season in reasonable condition. The cost of items purchased for replacement may be double the original cost.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately after the student quits the sport. If an athlete fails to check in his equipment at the designated time, the student will be required to pay the cost of the replacement. All collections for lost or damaged equipment will be handled in the office.

At no time should an athlete wear equipment checked out to that athlete except for practices and contests. Any athlete found wearing school equipment outside of practice or in possession of school athletic equipment can expect to be treated as possessing property not belonging to that athlete.

An athlete may not check out equipment from one sport until all equipment and bills from the preceding sport have been cleared with the coach involved.

**FUND RAISING**

Students will be encouraged to participate in both academic work and in activities. It is felt the expressions in both types of endeavors, in many cases, results in a more complete and wholesome type of growth.

1. Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the elementary and/or secondary principal for their approval.
2. The number of fund drives per organization is limited to three (3) per year. Additional fund drives must have administrative approval.
3. All classes and other activities shall deposit their receipts in a central fund in the office, and money shall be paid out of this fund only upon a proper order by the organization. The Board shall receive a monthly report of this fund. Any monies remaining in this fund after a class graduates will either be turned over to the general fund or will be used towards a gift to the school as the class designates.

**HOLIDAY TOURNAMENTS AND PRACTICES**

The students will not participate in any tournament during the Christmas Vacation. Extracurricular activities or practices will not be held during the NSAA’s December five day moratorium. If practices are held after the December moratorium, attendance is optional.

**INJURY/ILLNESS**

Potter’s Rescue Unit transports individuals to the nearest hospital and may charge for this service. This may also be the case in other communities. Our purpose in providing this information is to inform you of the possibility of charges if your child has to be transported to a hospital at an out-of-town athletic event.

If an athlete is injured or has an illness requiring a physician’s attention and is being withheld from practice or competition because of this situation, that athlete will not be allowed to return to practice or competition without a doctor’s approval. It is the coach’s responsibility to see that the doctor’s note is on file before the athlete is permitted to return to active participation.

**LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS**

The following guidelines provide simple and effective precautions against transmission of any infectious disease. These are especially helpful when laundering sports uniforms where the incidence of bleeding cuts and scrapes are higher.

The most important factor in laundering clothing contaminated in the school/agency setting is the elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add ½ cup household bleach (e.g., Clorox) to the wash cycle. If material is not colorfast, add ½ cup non-chlorine bleach (e.g., Clorox II, Borateem) to the wash cycle.

**LETTERING REQUIREMENTS**

The first time, and only the first time, that an individual letters in any varsity activity, he/she will be awarded a chenille letter. Each time the individual letters thereafter he/she will be awarded a letter certificate and bar. If the athlete quits the sport during the season, he/she forfeits any earned letter or post-season recognition for that season. Student managers will be awarded a Manager Certificate. Both letters and certificates will be awarded upon successful completion of the entire activity season, which is defined as regular attendance of practices and games/performances, etc., through the end of that activity season.

Participation will be encouraged by minimizing stringent tangible requirements such as participating in a certain number of quarters or scoring so may points. Rather, the real inherent values gained from activity participation are obtained through intangible attitudes, expressions and experiences. The major emphasis for earning a letter award will include consideration of the following:

|  |  |
| --- | --- |
| High moral standards | Dedication |
| Respect for fellow team members | Desire and enthusiasm |
| Coachability | Courage |
| Teamwork | Sincerity |
| Pride in self and school | Attendance |
| Obedience of training requirements | Sacrifice |

It will be the responsibility of the head coach/sponsor in each activity to determine the letter winners at season’s end.

Football – Must participate in sixteen 916) quarters of action – or – extenuating circumstances (e.g., participation under pressure situations) which are necessary and essential to the program and the well-being of the team.

Volleyball – Must participate in six (6) varsity games ( 2 to 5 games per match) – or – extenuating circumstances that in the opinion of the volleyball coaches merits receiving a varsity letter.

Girls and Boys Basketball – Must participate in the same number of quarters, plus one, as the number of games played on the varsity schedule – or – extenuating circumstances that in the opinion of the respective basketball coaches merits receiving a varsity letter.

Girls and Boys Track – Must score in the conference or District meet, or ten (10) points in major meets – or – must set a school record while performing at a competitive meet as a member of a relay team or as an individual – or – extenuating circumstances that in the opinion of the track coaches merits receiving a varsity letter.

Golf – A golfer must meet one of the following requirements to receive a varsity letter: place in the top ten (10) at a tournament – or – compete in at least 50% of all varsity tournaments.

One-Act Play – The lettering requirements for one-act play shall be determined by the coach and shall be distributed to the one-act play participants at the beginning of the one-act play season.

Speech – The lettering requirements for speech shall be determined by the coach and shall be distributed to the speech participants at the beginning of the speech season.

Other Athletic Awards – A most valuable athlete medal may be awarded for each sport for boys and girls, grades 9-12. Each recipient will be determined primarily by three criteria: (1) team vote, (2) statistics, and (3) coaches evaluation. The coach’s evaluation can preempt all criteria. An all-sports medal will be awarded to any athlete who has lettered as a participant in three (3) sports. A student manager in any sport will not qualify towards this award.

**MEALS, LODGING AND EXPENSES FOR STATE COMPETITION**

Rooms will be provided when overnight lodging is required for team members as limited by the NSAA and those individuals who qualify for State competition. Reservations will be made by the A.D. or by the coach with the A.D.’s approval. Each coach will be provided with a separate room. Those students, team members, and student managers who have completed the season in which state competition has been qualified for in good standing (i.e., have been a part of the activity since the beginning of the season or practice through the State competition), constitute the team travel party and will have lodging provided for them. These guidelines are intended for the following activities: football, volleyball, one-act play production, girls’ basketball, boys’ basketball, and cheerleading.

Rooms will be provided when overnight lodging is required for individuals as limited by the NSAA and those who qualify for State competition. Reservations will be made by the A.D. or by the coach with the A.D.’s approval. Each coach will be provided with a separate room. Those students who have qualified for state competition, or are designated as an alternate for a track relay event by the coaches and approved by the administration, will have lodging provided for them. These guidelines are intended for the following activities: golf, speech, and track & field.

Meals will be provided for all persons, team travel parties and individuals at a rate of $25 per day. These rates will be reviewed and revised as needed. Coaches’ allowance will be the same as students. No one besides coaches, participants, student managers, and bus drivers as outlined in the guideline will receive transportation, meals, or lodging, except by permission of the administration.

Destination Imagination is not a State sanctioned event; consequently competition beyond the state level will be permissible for those that qualify. The Potter-Dix Board of Education shall be financially responsible for expenses incurred to the state level.

**PARTICIPATION IN ACTIVITIES ON A DAY ABSENT FROM SCHOOL**

In order to participate in practice or an activity, a student must be in school at least the last four (4) periods of the day. If the student is not in school for the last four (4) periods, the student ay observe practice, but may not participate.

Any time a student knows he/she will be absent from school the student should contact the coach. In some cases, the last four (4) period attendance guideline may be waived by the administration. The only time this can be done is when they are notified in advance of the absence. Only serious circumstances will justify the waiving of the last four (4) period guideline.

**PRACTICES**

When school is closed all or part of the day because of bad winter weather, there will be no practice that day and no part of the building will be open to students.

All practices for football, volleyball, golf, and track will be finished by 6:15 p.m. Students should be out of the building by 6:30 p.m. Basketball practices will be finished by 6:30 p.m. Students should be out of the building by 6:45 p.m. Encourage your students to return home after practices. Excessively long practices usually result in complaints from parents and in low team morale. There may be special practices called by the coach and these special practices must be approved by the administration in advance.

**PRE-PRACTICE REQUIREMENTS**

The Board of Education does not provide for or require participants in athletics to be insured against athletic accidents. They do, however, strongly recommend that the parents carry accident insurance. The head coach of each sport should encourage his/her athletes to check with his/her parents to see if they have accident insurance. A consent and acknowledgment of the awareness of rules and regulations form is to be signed by a parent and the athlete. It is the head coach’s responsibility to see that each athlete turns in this form and physical form. Coaches will keep records and give them to the A.D. to be kept on file. Athletes are not allowed to compete if these forms are not signed and turned in to the coach.

All activities participants must meet the following requirements before they begin practice:

1. Return a signed physical card to the head coach.
2. Return the sheet to the Student Handbook, signed by the activity participant and his/her parents, covering the following:
	1. Parent’s agreement to activities guidelines, as outlined in the handbook;
	2. Activities participant’s agreement to activities guidelines, as outlined in the handbook;
	3. Parent’s consent to travel and procurement of medical attention, if necessary;
	4. Parent’s understanding of responsibility of insurance coverage;
	5. Parent’s understanding of the possibility of athletic injury;
	6. Parent’s (at least one) attendance at the pre-season meeting.

**RESERVE TEAM PARTICIPATION**

As a general rule, seniors will not be allowed to participate on reserve athletic teams. Exceptions may be made if the coach will justify in writing to the Activities Director the reason. The coach and Activities Director will make the final decision.

**SCHEDULING CONFLICTS**

When a student is a member of two organizations and activities are scheduled on the same day, a real problem presents itself. Although every effort is made to avoid this situation, nevertheless, unforeseen circumstances may cause activities to be scheduled at the same time. Priority in competition should be given to participation in state level activities, then conference level activities, and then regular activities. Likewise, activities that have been scheduled in advance and are included on the activity calendar take precedence over activities that are added to the program at a later date.

**SUSPENSION FROM SCHOOL**

Student’s suspended out-of-school are also excluded from all extracurricular activities (including practice) during the suspension period. Students who have been out-of-school suspended may not attend or participate in any extracurricular activities. Athletes who miss practice because of an out-of-school suspension will be UNEXCUSED for any practices missed. Students who have been in-school suspended may participate in practice, but are also suspended from participating and attending activities for the length of the suspension.

**TRAVEL TO AND FROM ACTIVITIES**

Activities participants must travel to and from activities in the transportation provided by the school. Students may be released to their parents after a contest, with the coach’s permission and after signing a student check-out sheet. Parents must contact the coach IN PERSON. The principal or superintendent must clear any exceptions with advance notice from the parent, which includes a notarized request twenty-four (24) hours prior to the departure for the activity. No one other than those individuals on the team will be allowed to travel on the team bus. Exceptions to this rule may only be made with permission from the administration. Athletes who have been declared academically ineligible or are under school suspension will not be allowed to use the school transportation to athletic activities if it will mean the loss of school time.

**WEDNESDAY NIGHT/SUNDAY ACTIVITIES**

In keeping with good community relations, student school activities will not be scheduled on Sundays or on Wednesday nights beyond 6:00 p.m. without administrative approval.

Sunday practices are allowed, with prior administrative approval, if the team is involved in a conference or sub-district tournament on the next day, a Monday.