Cedar Bluffs Public Schools
2026 – 2027



Middle/High School Handbook

Cedar Bluffs Public Schools Student-Parent Handbook
2026-2027 School Year

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Cedar Bluffs 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 and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: cedarbluffspublicschools.org

Section 2 Members of the Board of Education

Mr. Todd Thiesen, President	todd.thiesen@cbwildcats.org
Mr. Tim Shanahan, Vice President	tim.shanahan@cbwildcats.org
Mrs. Amanda Timmerman, Treasurer	amanda.timmerman@cbwildcats.org
Mr. Grant Fitzgerald, Secretary	grant.fitzgerald@cbwildcats.org
Mr. Garlyn Grosse, Member	garlyn.grosse@cbwildcats.org
Mr. Jeremy Pleskac, Member	jeremy.pleskac@cbwildcats.org

Section 3 Administrative Staff

Mr. Harlan Ptomey	District Superintendent	Cedar Bluffs Public Schools	harlan.ptomey@cbwildcats.org
Mr. Ben Hansen	Director of Learning	Cedar Bluffs Public Schools	ben.hansen@cbwildcats.org
Mrs. Tina Headid	Middle/High School Principal	Cedar Bluffs High School	tina.headid@cbwildcats.org
Mr. Adam Tramner	Athletic/Transportation Director	Cedar Bluffs High School	adam.tramner@cbwildcats.org
Mr. Curtis Carlson	Elementary Principal	Cedar Bluffs Elementary	curtis.carlson@cbwildcats.org

Section 4 **Cedar Bluffs Middle/High School Teaching Staff**

Mr. Daniel Roche	7-12 English
Mrs. Kassondra Nanfito	9-12 English
Ms. Lexi Jasa	7-12 Social Studies
Mr. Kiefer Kotrous	9-12 Social Studies
Ms. Erin Prusa	7-10 Mathematics
Mr. Alex Boyer	9-12 Mathematics
Mr. Andy Long	7-9 Mathematics
Mr. Cole Anderson	7-12 Science
Mrs. Rebecca Kotrous	9-12 Science
Mr. Connor Boysen	6-12 Business/STEM
Mr. Garrett Zink	6-12 STS
Ms. Alyssa Pyle	6-12 Family Consumer Sciences
Mrs. Mikaela Anglin	PK-12 Spanish
Mr. Jeremy Larsen	K-12 Physical Education
Mrs. Cody Dunlap	6-12 Physical Education
Mrs. Jennifer Rehn	PK-12 Band/Library
Mrs. Anna White	K-12 Art
Mrs. Samantha Nollett	K-12 Music/Choir
Mr. Jacob Kasik	K-12 Media Art
Mr. Mark Henry	PK-12 Guidance Counselor
Mrs. Samantha Fitzgerald	PK-12 Counselor
Mrs. Dawn Hansen	Career Academy Director/Technology
Mrs. Danica Zink	9-12 Special Education
Ms. Megan Nielsen	6-8 Special Education
Ms. Makayla Fowler	LifeSkills Program
Mrs. Kristyn Thomas	5th/6th Grade Teacher
Mrs. Jace Wesely	5th/6thGrade Teacher
Ms. Keri Fredrickson	5th/6th Grade Teacher
Ms. Claire Felber	5th/6th Grade Teacher
Mr. Matthew Murren	Full-Time Sub

Section 5 **Support Staff**

Mrs. Jennifer Kiefer	Community/Youth Sports Director
Mrs. Abbey Block	Paraprofessional
Ms. Boni Myers	Paraprofessional
Ms. Breslynn Timmerman	Paraprofessional
Mr. Brody Ptomey	Paraprofessional
Mrs. Mary Tramner	Paraprofessional
Mr. Dustin Novotny	Facilities Manager
Mr. Bill Hansen	Custodian
	Custodian
Mr. Shane Svoboda	Custodian
Mr. Elton Dahlke	Bus Driver
Mr. Jon Nelson	Bus Driver
Mrs. Meghann Snyder	Bus Driver
Mrs. Caren Clark	Cafeteria Manager/Bus Driver
Mrs. Wendy Klahn	Cafeteria/Bus Driver
Ms. Rose Nadrchal	Cafeteria
Mrs. Michelle Vyhildal	Business Manager
Mrs. Sarah Sass	Secondary Secretary
Mrs. Shaylee Siems	Secondary Secretary

Section 6 Extra-Curricular Sponsorship

Activity/Athletic Director	Mr. Adam Tranmer
High School Athletic Coaches	
Head Football Coach	Mr. Kiefer Kotrous
Assistant Football Coach	Mr. Matt Murren & Mr. Mark Henry & Alex Boyer
Head Cross Country Coach	Mr. Andy Long
Assistant Cross Country Coach	Ms. Alyssa Pyle
Head Volleyball Coach	Mrs. Tina Headid
Assistant Volleyball Coach	Ms. Claire Felber
Assistant Volleyball Coach	Mrs. Tasha Eiring
Head Girls Golf Coach	Mrs. Joni Hegy (COOP with Mead)
Head Boys Basketball Coach	Mr. Jeremy Larsen
Assistant Boys Basketball Coach	Mr. Dustin Novotny
Assistant Boys Basketball Coach	Mr. Court Eiring
Head Girls Basketball Coach	Mr. Matt Murren
Assistant Girls Basketball Coach	Ms. Erin Prusa
Head Wrestling Coach	Mr. Dylan Wheaton
Assistant Wrestling Coach	Mr. Adam Tramner & Ms. Addi Newill
Head Track Coach	Mrs. Cody Dunlap
Assistant Track Coach	Mr. Mark Henry
Assistant Track Coach	Mr. Kiefer Kotrous
Head Cheer Coach	Mrs. Danica Zink
Assistant Cheer Coach	Mrs. Jessie Adams
Head Boys Golf Coach	Mrs. Joni Hegy (COOP with Mead)

Middle School Athletic Coaches

Head Football Coach	Mr. Jeremy Larsen
Assistant Football Coach	Mr. Weston Reiman
Head Volleyball Coach	Mrs. Mattie Bentley
Assistant Volleyball Coach	Ms. Erin Prusa & Ms. Lexi Jasa

Head Boys Basketball Coach	Mr. Weston Reiman
Assistant Boys Basketball	Mr. Harlan Ptomey
Head Girls Basketball Coach	Mrs. Dawn Hansen
Assistant Girls Basketball	Ms. Claire Felber
Head Wrestling Coach	Mr. Brody Ptomey
Assistant	Mr. Alex Boyer & Mr. Dylan Wheaton
Head Track Coach	Mrs. Rebecca Kotrous
Assistant	Mr. Ben Hansen
Assistant	Mr. Brody Ptomey

Secondary School Activity Sponsors	
Head Speech Sponsor	Mr. Daniel Roche
Assistant Speech Sponsor	Mr. Garrett Zink
Head Drama Sponsor	Mr. Jacob Kasik
Assistant Drama Sponsor	Ms. Megan Nielsen
Pep/Marching Band Sponsor	Mrs. Jennifer Rhen
Journalism Sponsor	Mr. Jacob Kasik
Head FBLA Sponsor	Mr. Connor Boysen
Assistant FBLA Sponsor	Ms. Megan Nielsen
Assistant FBLA Sponsor	Mrs. Abbey Block
National Honor Society	Ms. Mark Henry
Robotics/Cyber Security	Mr. Connor Boysen
SAT Team Chair	Mrs. Emily Meduna
HOSA Sponsor	Ms. Rebecca Kotrous
Quiz Bowl Sponsor	Ms. Makayla Fowler
Skills USA	Mr. Garrett Zink
Assistant Skills USA	Ms. Alyssa Pyle

Section 7 School Calendar

Cedar Bluffs Public School 2026-2027 School Calendar

August 2026				
3	4	5 All Teachers Report	6 Teacher In-Service	7
10 Teacher In-Service	11 Teacher In-Service	12 1st Day of School PK-12 1:30 Dismissal	13	14
17	18	19	20	21
24	25	26	27	28
31				

August
August 4 New Teacher Report August 5 All Teachers Report August 6 Teacher Inservice August 6 Open House 5-7pm
August 10 Teacher Inservice August 11 Teacher Inservice August 12 1st Day of School August 12 Early Dismissal

January
January 4-5 Teacher Inservice January 6 PK-12 Students Return
January 18 No School

January 2027				
			Holiday Break	1
4 No School Teacher Inservice	5 No School Teacher Inservice	6 Return to School PK-12	7	8
11	12	13	14	15
18 MLK Jr. Day	19	20	21	22
25	26	27	28	29

September 2026				
	1	2	3	4
7 No School	8	9	10	11
14	15	16	17	18
21	22	23	24	25 Teacher In-Service
28	29	30		

September
September 7 No School
September 25 No School Teacher Inservice

February
No School
Feb 16-17 Girls State Wrestling Feb 18-20 Boys State Wrestling Feb 18-20 State Cheer/Dance

February 2027				
1	2	3	4	5
8	9	10	11	12 No School
15 President Day	16	17	18	19
22	23	24	25	26

October 2026				
			1	2
5	6	7	8	9
12	13 End of 1st Qt	14 No School Teacher Inservice PT Conf 4-8pm	15 No School Parent-Teacher Conference 8am-4pm	16 No School
19	20	21	22	23
26	27	28	29	30

October
October 5-10 Homecoming
October 12-13 State Girls Golf October 14 Teacher Inservice October 14 PT Conference 4-8pm October 15 PT Conference 8-4pm October 16 No School Oct. 14-16 Fall Break
October 23 State X-Country

March
March 3 Teacher Inservice March 3 PT Conference 4-8pm March 4 PT Conference 8-4pm March 5 No School March 3-6 State Girls Basketball March 3-5 Spring Break
March 10-13 State Boys Basketball
March 24-26 State Speech March 26 No School Holiday
March 29 No School Holiday

March 2027				
1	2	3 No School Teacher Inservice PT Conf 4-8pm	4 No School Parent-Teacher Conference 8am-4pm	5 No School
8	9	10	11	12 End of 3rd Qt
15	16	17	18	19
22	23	24	25	26 No School
29 No School	30	31		

November 2026				
2	3	4	5	6
9	10	11 Veterans Day	12	13
16	17	18	19	20
23	24	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break
30				

November
November 4-7 State VB
November 11 Veterans Day
November 23 State Football November 25-27 No School

April
April 8-10 Skills USA April 8-10 State FBLA
April 17 - PROM
April 26-27 State Journalism April 30 Seniors Last Day

April 2027				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 No School Teacher Inservice
26	27	28	29	30

December 2026				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 End of 2nd Qt 1:30 Dismiss
21	22	23 Holiday Break	24 Holiday Break	25 Holiday Break
27	28	29	30	

December
Dec 10 State Play Production
December 18 Early Dismissal December 18 End of 2nd Qt
December 21-January 5 No School Holiday Break December 23-27 NSAA Moratorium
83 Student Days – 1st Semester 6 Teacher Inservice – 1st Semester 91 Total Days – 1st Semester 175 Student Contact Days Total

May
May 8 Graduation 2:00pm
May 21 Early Dismissal May 21 Last Day of School May 21-22 State Track
May 25-26 State Boys Golf
90 Student Days – 2nd Semester 4 Teacher Inservice – 2nd Semester 94 Total Days – 2nd Semester 10 Total Teacher Inservice Total Days=185

May 2027				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 End of 4th Qt 1:30 Dismiss
24	25	26	27	28
31 Memorial Day				

Adopted by Board of Education: February 9, 2026

Section 8 School Mission Statement

The Mission of Cedar Bluffs Public School and our "Kids First" Culture is to develop High Expectations through Positive Relationships that will promote Respect, Accountability, Hard Work, and Determination; ensuring that every student has the ability to succeed in the global society.

School Song:

Onward Wildcats,
Onward show those guys your speed.
With colors flying high, we will take the lead.
Onward Wildcats,
Onward fight for victory.
Fight Wildcats fight, fight, fight,
We will win this game.

Section 9 Goals and Objectives

The goals and objectives of the Cedar Bluffs Public Schools are to provide:

1. A curriculum that is based on state standards · comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 10 Mutual Respect

The Cedar Bluffs Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 11 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

   Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
   Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.
   Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2. Step 4.
   Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

   All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 1 – School Day

Section 1 Daily Schedule

Regular Schedule -- Buses Run at 3:30pm					
6-8 Schedule			9-12 Schedule		
22	8:00 - 8:22	Homeroom	22	8:00 - 8:22	Homeroom
45	8:25 - 9:10	Period 1	45	8:25 - 9:10	Period 1
45	9:13 - 9:58	Period 2	45	9:13 - 9:58	Period 2
45	10:01 - 10:46	Period 3	45	10:01 - 10:46	Period 3
45	10:49 - 11:34	Period 4	45	10:49 - 11:34	Period 4
45	11:37 - 12:25	Period 5	45	11:37 - 12:25	Period 5
32	12:25 - 12:57	Lunch	32	12:25 - 12:57	Lunch
45	1:00 - 1:45	Period 6	45	1:00 - 1:45	Period 6
45	1:48 - 2:33	Period 7	45	1:48 - 2:33	Period 7
45	2:36 - 3:21	Period 8	45	2:36 - 3:21	Period 8

Section 2 Shortened Schedule

Early Out Schedule -- Buses Run at 1:35pm					
6-8 Schedule			9-12 Schedule		
36	8:00 - 8:36	Period 1	36	8:00 - 8:36	Period 1
36	8:39 - 9:15	Period 2	36	8:39 - 9:15	Period 2
36	9:18 - 9:54	Period 3	36	9:18 - 9:54	Period 3
36	9:57 - 10:33	Period 4	36	9:57 - 10:33	Period 4
36	10:36 - 11:12	Period 5	36	10:36 - 11:12	Period 5
36	11:15 - 11:51	Period6	36	11:15 - 11:51	Period6
36	11:54 - 12:30	Period 7	36	11:54 - 12:30	Period 7
27	12:30 - 12:57	Lunch	27	12:30 - 12:57	Lunch
36	1:00 - 1:30	Period 8	36	1:00 - 1:30	Period 8
Late Start Schedule -- Buses Run at 3:30pm					
6-8 Schedule			9-12 Schedule		
30	10:00 - 10:34	Period 1	30	10:00 - 10:34	Period 1
30	10:37 - 11:11	Period 2	30	10:37 - 11:11	Period 2
30	11:14 - 11:48	Period 3	30	11:14 - 11:48	Period 3
30	11:51 - 12:25	Period 4	30	11:51 - 12:25	Period 4
30	12:25 - 12:55	Lunch	30	12:25 - 12:55	Lunch
30	12:58-1:32	Period 5	30	12:58-1:32	Period 5
30	1:35 - 2:09	Period 6	30	1:35 - 2:09	Period 6
30	2:12 - 2:45	Period 7	30	2:12 - 2:45	Period 7
30	2:48 - 3:21	Period 8	30	2:48 - 3:21	Period 8

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Announcement: Announcements will be made to the news media when school will be closed. This includes, but not limited to: Radio Stations: KFAB, KHUB; Television Stations: KETV, KOLN, WOWT; District Alert System (phone call or email from the school's alert system).

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

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal

circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

What Not to Do: Parents should not attempt to come to school during a tornado warning. *School officials are not permitted to release students from the school building during a tornado warning.* Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions: The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law throughout the school year. There are plans for the Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 4 Open-Closed Campus

Cedar Bluffs Middle and High School has a **closed campus**. All students are required to remain on campus during the school day. Students will not be allowed to leave during lunch to go home and retrieve forgotten items without parent permission. Parent's MUST call the school. Text messages will not be accepted. Students will be given 2 requests to go home and retrieve forgotten materials per semester. Beyond that it will be at the discretion of the school and students will risk accumulating an absence if they leave. If students leave without permission from the school, they will be considered truant and will follow disciplinary actions. The goal of this policy is to teach our students to become responsible members of society.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 to 0 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 30 minutes prior to the first class. Students will not be permitted to enter earlier unless the Administration determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

The school is not responsible for supervision of students once the students are to have left school grounds. Students will be asked to leave the school's grounds until 4:00 each day. If they choose to come back, we recommend supervision as we will not provide supervision and are not responsible for any accidents that may occur.

If students are present on school grounds, while the After-School Program is in session during the times of 3:30 – 5:30, the staff can have unsupervised students leave school grounds. The ASP is considered a school function and unsupervised children are not the responsibility of the after-school staff.

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child's first class or leaving prior to their child's final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the principal and provide the principal with a copy of that order to maintain on file at school.

Supervision at Dismissal: Students who leave before the end of the day need to follow the sign in/out procedure listed above or need to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Procedures: Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. If parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents. It is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.
If conditions allow and supervision is available, in the event of an early dismissal. The child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

Students are responsible for the proper care of all books, equipment, electronic devices, supplies and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students receive locks for both their school and gym lockers. They are expected to use these locks to secure their personal belongings. The school will not be responsible for items left unsecured or improperly stored in lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The Administration shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances. 2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Cell Phones

Students are allowed to bring cellphones to school; however, high school students' cell phones must be turned off/on silent; middle school students must keep their cell phones stored in lockers during school hours. Cell phone use is allowed during passing periods and in the cafeteria. If a student needs to use their cell phone for an emergency, they must get permission from a teacher or administrator. Violations of this policy will result in disciplinary action below. The school is not responsible for lost, stolen, or damaged cell phones.

- *1st offense*: students will be sent to the office to turn in their device, and it will remain in the office until the end of the day.
- *2nd offense*: students will be sent to the office to turn in their device, it will remain in the office until a parent/guardian comes to school to retrieve the device. The device will also be turned into the office each morning for the remainder of the quarter.

- *3rd offense*: student will serve one week of Wildcat Reflection and the device will remain in the office until a parent/guardian is able to retrieve the device. The device will then be turned into the office each morning for the remainder of the semester.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bicycles/Scooters/Skateboards

These items must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items that are not claimed will be donated.

Section 12 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

Section 13 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance

Under Nebraska law the district may not use school funds to provide general student accident or athletic insurance. The district recommends that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office.

Section 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 16 Copyright

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 17 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. Students with an excused absence will be given two days for each day they are absent to make up schoolwork. They will also have one week to make up summative assessments. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
   a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
   b. Illness which causes a student to be absent from school.
   c. Doctor or dental appointment which requires student to be absent from school.
   d. Court appearances that are required by a court order.
   e. School sponsored activities which require students to be absent from school. Students absent with a school activity are expected to collect their work prior to the school activity with an activity sign out sheet provided by coaches/sponsors. Students will not receive an extension on schoolwork and will have one week to make up summative assessments.
   f. Other absences which have received prior approval from the Administration.

   The Administration has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student does not receive an extension on any missed schoolwork. They will have one week to make up a summative assessment.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings. Students who receive three or more tardies in one week will be required to serve Wildcat Reflection for the following week

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students who receive three or more tardies in one week will be required to serve Wildcat Reflection for the following week.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Parental Verification Procedures: Parents are asked to call in their son or daughter's absence to the school office before 9:00 am on each day of absence. An answering machine will take calls from parents whose employment requires them to leave town before school begins. Collect calls are accepted. The school will attempt to contact parents if no call is received, and a student is absent. Should no such contact be established on the day of absence, the student must bring a parental note upon his or her return to school. Parent calls or notes must include a reason for absence. For verification purposes, the school cannot accept a student call or

excuse regarding absence. Any absence not verified by a parent will be marked “not notified.” Absences will only be excused with a valid doctor’s note, school activity, or administrative excused.

Students will not be allowed to leave during the school day to go home and retrieve forgotten items without parent permission. Parents **MUST** call their students designated schools. Text messages will not be accepted. Students will be given 2 requests to go home and retrieve forgotten materials per semester. Beyond that it will be at the discretion of the school and students will risk accumulating an absence if they leave. If students leave without permission from the school, they will be considered truant and will follow disciplinary actions. The goal of this policy is to teach our students to become responsible members of society.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant and face disciplinary action.

Section 3 Make-up Work

Students with **EXCUSED ABSENCES (**medical, illness, admin approved absences) will be given two days for each day they are absent to make up schoolwork. Students will have one week to make up summative assessments.

Students absent due to **SCHOOL ACTIVITIES** are required to properly fill out an activity sign out sheet provided by coaches/sponsors and collect all schoolwork for the date of absence ahead of the activity. Students will not receive an extension on schoolwork, unless it is impossible or impractical at which case it will be at the discretion of the teacher. Students will be provided one week to make up summative assessments.

Students with an **UNEXCUSED ABSENCE** (truant, parent acknowledged, suspensions) will not be given an extension to make up schoolwork. The due date will still apply to these students. Students will have one week to make up summative assessments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Administration retains the right to grant participation should exceptional circumstances prevail.

On the day of a contest (or the day before for activities that do not occur on an in-session school day), performance, or other activity, the participant must be in attendance for the full day. A student who is not in attendance for the full day is ineligible to participate in the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance for an absence. Going home ill and then returning to play in the contest later that day will not be allowed. The Principal/Athletic Director retains the right to grant participation should exceptional circumstances prevail.

Ineligible students cannot ride the activity bus to away from home games if the bus is leaving before the end of the school day. However, ineligible students may ride the activity bus to away games if the bus leaves after the school day is over.

Please refer to the Activities Handbook for further information.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

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 aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee 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.

Excessive Absenteeism. Students who accumulate seven (7) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. A letter will be sent home when a student reaches 5 unexcused absences.
2. Once a student reaches 7 unexcused absences, one or more meetings shall be held between a school attendance officer, ARRIVE coordinator, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the Administration shall place in the student's attendance records documentation of such refusal.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. 4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
5. Students will have weekly meetings with ARRIVE officers in an attempt to improve attendance. Students' attendance will be monitored by the county.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Administration shall file a report with the county attorney of the county in which such person resides.

Section 6 Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or area and attentive in their assigned area when the bell for their class rings. Students have sufficient time between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students who are twenty or more minutes late to school will be counted as truant. Penalties for athletic/activities participants who are absent for the first full period result in the student being ineligible to compete in that extracurricular activities, competition, or game.

Student Consequences for Tardiness: If a student is late to class, they are required to sign-in at the office prior to going to class. If a student misses 20 minutes or more of class time, they will be counted as an unexcused absence for that class. After a student's 3rd tardy in a week, they will be required to attend Wildcat Reflection after school the following week for every tardy they receive over two.

If a student receives 5 tardies in a week, they will be deemed ineligible for sports and activities for the following week. This includes games, performances, dances, and field trips. Students with excessive tardiness will be turned into the Saunders County Arrive Program and subject to their policies and procedures.

Article 5 – Scholastic Achievement

Section 1 Grading System

The faculty and administrators have provided a wide choice of subjects and attempt to adapt the subject to the individual student's abilities and interests. It is their hope that each student will find the type of courses in which he/she has interests and that are adapted to his/her abilities. A syllabus of class requirements will be given by all teachers the first day.

Many factors enter a student's progress and directly affect their grade. Chief among the controllable factors is the student's extent of effort. Other factors affecting student grades are ability, interest, study habits, health, attendance, outside interests, and previous preparation. Student effort remains by far the most important controllable factor in education. Low achievers seldom make the most of this factor.

Grading and Reporting Periods: The reporting period for grades 6-12 shall consist of 2 progress reports sent home at approximately the sixteenth period of instruction. Semester and final tests will be given to grade 6-12 in all classes, unless other arrangements are made with the administration.

GPA	Percentile	Letter Grade	GPA	Percentile	Letter Grade	GPA	Percentile	Letter Grade
4	95-100	A	2.9	84	B	1.8	73	C
3.9	94	A	2.8	83	B	1.7	72	C
3.8	93	A	2.7	82	B	1.6	71	C
3.7	92	A	2.6	81	B	1.6	70	C
3.6	91	A	2.5	80	B	1.4	69	D
3.5	90	A	2.4	79	C	1.3	68	D
3.4	89	B	2.3	78	C	1.2	67	D
3.3	88	B	2.2	77	C	1.1	66	D
3.2	87	B	2.1	76	C	1.0	65	D
3.1	86	B	2.0	75	C	0.0	64 & Below	F
3.0	85	B	1.9	74	C			

Each teacher will define the grading procedures to be used in their classes.

All percentages will be rounded to the nearest whole number.

Grade Point Average: It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade Point Average (GPA) shall be maintained for the 9th – 12th grades. Courses taken prior to 9th grade may be considered for GPA purposes with administrative approval.

Pass/fail grades will be assigned to those courses in which students are granted credit but will not calculate into the grade point average. Credit for pass/fail courses may be capped at the discretion of the administration.
A student may take a college course for high school credit and that class would count towards the student's GPA. However, the student must declare their intent of taking it for high school credit prior to the state of the course and only one college class per year will count toward high school credit with administrative approval.

Only dual-credit courses will be weighted on high school transcripts.

Ranking: Class rank is maintained for the 9th through 12th grades. To be considered for class ranking and any honors or awards which are based on class rank or GPA (e.g., valedictorian), students must complete a minimum of three (3) semesters of attendance at Cedar Bluffs Public Schools. To receive a diploma from Cedar Bluffs Public Schools, students must complete at least 30 credit hours of courses taken at Cedar Bluffs Public Schools and students who have transferred from a school which is not accredited or approved must earn a minimum of two years' credit in an approved or accredited senior high school, with the final semester's credit being earned in this school district.

Class ranking is based on overall GPA as calculated.

Credit for High School Courses: For high school courses, a student shall receive credit toward graduation for courses in which the student earns a semester average of 65 or above.

The Superintendent or designee shall implement standardized transcripts in accordance with State law.

Valedictorian/Salutatorian

Cedar Bluffs Public Schools will select Valedictorian and Salutatorian based on the following criteria:

- Ranked with the highest (Valedictorian) and second highest (Salutatorian) GPA in their graduating class.
- Must be a full-time student at Cedar Bluffs Public Schools for both 11th and 12th grade. The administration reserves the right to eliminate candidates based on poor attendance.
- Students cannot have any violations of academic dishonesty throughout their junior and senior year, along with no disciplinary actions that result in suspension or expulsion throughout their high school career.

The Valedictorian and Salutatorian of each graduating class will speak at the commencement ceremony. Speeches will be turned in and approved by the administration one week prior to the ceremony.

Tie-Breakers

If two or more students have the same GPA down to the third decimal place, the following criteria shall be used to determine the Valedictorian/Salutatorian:

- 1st Tie Breaker – The student with the highest score on the ACT by March of their graduating year shall be selected. If any students involved have taken the ACT more than once, the highest composite score received, prior to March of their graduating year, will be used.
- 2nd Tie Breaker – The student who has earned the greatest number of college credits prior to graduation. All college courses must be approved by administration and completed prior to graduation.
- 3rd Tie Breaker – The administration selects a committee to determine the valedictorian and/or salutatorian.

Honor Cords

Upon Graduation, students will be awarded “honor cords” accordingly:
RED: Cum Laude (With Honor): 3.5-3.7 GPA
BLUE: Magna Cum Laude (With Great Honor): 3.8-3.9 GPA
RED/BLUE BRAIDED: Summa Cum Laude (With Highest Honor): 4.0 GPA
GOLD: National Honor Society

Right to Appeal Academic Grades: Parents/Guardians shall have the right to request a review of any grade given to a child. The first appeal should be made to the child’s teacher. Final authority for a grade rests with the student’s principal. The principal’s decision may be appealed under the Student Grievance Policy.

We report all grading percentages to colleges; each college will then convert into GPA. Grading is based on criteria identified in the syllabus of each course. The grade should reflect a measure of what you have learned or have accomplished during the course. Grades will be figured on work completed after this time. No incompletes will be given at the end of the semester, as all course work must be completed by the end of the last semester.; any exceptions to this standard will be determined by school officials. Seniors must have all work completed by their last day of school, unless prior arrangements are made. For all Core Classes, (English, Math, Social Studies, and Science) students will be given assignments, and both summative and formative assessments. Summative assessments will be calculated as 60% and formative as 40% of the student’s grade. Also, all assignments and tests will be completed by the teachers’ deadlines, or their grade may result as a zero. Vocational classes will be using a rubric for scoring grades, with addition to summative and formative assessments.

Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses throughout their secondary education: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

High school students are required to register in the following courses:

9th Grade	English 9, Algebra, Physical Science, World History, Information Technology, Intro to Shop, Intro to Health, Career Exploration
10th Grade	English 10, World Geography, Geometry, Biology
11th Grade	English 11, Algebra 2 or Consumer Math, Chemistry, American History
12th Grade	English 12, Government, Economics, Personal Finance

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Cedar Bluffs Public Schools' diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Cedar Bluffs High School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 credit hours
Math	30 credit hours
Science	30 credit hours
Social Sciences	30 credit hours
Physical Education	10 credit hours
Fine Arts	20 credit hours
Technology	5 credit hours
Personal Finance	5 Credit Hours
Electives	130 Credit Hours

Ten (10) hours of Community Service per year that is sponsored and approved by Cedar Bluffs Public Schools is required for graduation.

Substitutions for the above requirements are at the discretion of the administration.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Credits

- All classes will earn 5 hours of credit per semester for a passing grade. Any grade below a 65% is failing and will earn no credit.
- All correspondence or summer school classes must be pre-approved by the Administration.

Mid-Term Graduation: Students may graduate from Cedar Bluffs High School at the end of the first semester of their senior year if they have met the following requirements:

- ❖ Each request for mid-term graduation will be considered individually and will be judged on specific merits.
- ❖ The student has acquired the necessary credits for graduation, including the satisfactory completion of the required courses as described above.
- ❖ The request is made by February 1st of their Junior year. The Board of Education is to be informed of the request by the April meeting of each year.
- ❖ The request form must be signed by the student and by either parents or guardian.
- ❖ The request will be granted only if the student has a definite commitment that he/she has a job, at least a month in advance; to enter the military service; or will be enrolled in a school before the normal graduation date.
- ❖ Allowances will be made for extreme emergencies.
- ❖ No transcripts will be sent until all procedures of the school are complete. Students are responsible for items checked out to them.

Senior Work Release/Internships: Seniors, who wish to work during school hours, can be released if he/she meets class hours and graduation requirements. This release must begin during the first week of second semester. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed on file in the office of the principal before work release can be granted.

- ❖ The student must carry at least a C average to be eligible for work release.
- ❖ Students on work release may not participate in extracurricular activities.
- ❖ A student must meet all eligibility requirements to be able to be released from school.
- ❖ The employment must be outside the home. Students cannot work for family members.
- ❖ Students must leave and return from the school grounds without disrupting the rest of the students and classes. They must sign out every day.
- ❖ During their regular working hours, the student is not to be in the village of Cedar Bluffs or on school grounds unless it is part of their work release or administrative approval has been granted.

- ❖ If a student is unable to attend school because of illness, the student should not be at work.
- ❖ Students will receive a grade from the completion and quality of work done. The Career Readiness Counselor shall monitor the progress with the employer and student. Students will provide the Principal and Readiness Counselor with a weekly schedule. The work schedule should reflect a start time prior to 3:00 pm.
- ❖ Exceptions to these rules may be granted by the Administration.

If at any time, the job should cease or place of employment or hours change, it is the responsibility of the student and his/her parents to notify the school immediately and, if this is not done, the work release/internships option may be revoked. Work release may also be revoked for failing a class: Students must apply each semester to take part in the work release/internship program.

College Tuition Program: Cedar Bluffs Public Schools will pay for college course work completed during the school year, through the districts college pathway.

- ❖ The students are enrolled in Cedar Bluffs during the entire preceding semester.
- ❖ The college course first academically into the student's Four-Year plan.
- ❖ The student is a Junior or Senior or has been given administrative permission.
- ❖ Students are expected to perform at a high academic level.

Students with a cumulative percent of 75 or above will have his/her college courses paid for prior to the course beginning. Students who receive a failing grade or an incomplete grade will have to reimburse the school 100% of the cost for the tuition.

Distance Learning: Cedar Bluffs Public Schools provides opportunities for our students to take offered classes from other member schools. Students must be a Junior or a Senior and have "A" average, or recommendation from a teacher, counselor, or principal in order to take distance-ed and on-line classes.

Parental Permission: From time-to-time Cedar Bluffs schools will offer instruction or seminars touch upon areas that are considered controversial by the general population based upon family values or religious beliefs. When such types of instruction are offered, prior permission from parents allowing participation by students will be required. Alternative assignments will be offered to students whose parents opt-them out of the instruction.

Physical Education: All students must supply the appropriate apparel for physical education:

- ▪ Shorts
- ▪ T-shirts
- ▪ Tennis shoes

College Admission Requirements in Nebraska:

University of Nebraska (UNL,UNO,UNK)

- ❖ 4 Years of English
- ❖ 3 Years of Mathematics (UNL – 4 Years)
- ❖ 3 Years of Natural Science
- ❖ 3 Years of Social Sciences
- ❖ 2 Years of Foreign Language

State Colleges (Chadron, Peru, Wayne) ▪ 4 Years of English

- ❖ 3 Years of Mathematics
- ❖ 3 Years of Laboratory Sciences
- ❖ Courses in Foreign Language, Fine and Performing Arts, and Technology.

Private Colleges and Universities (Concordia, NE Wesleyan, St. Mary's, etc.)

- 4 Years of English
- 3 Years of Mathematics
- 2 Years of Laboratory Science
- 3 Years of Social Sciences
- Courses in Foreign Language, Fine and Performing Arts, and Technology.

Community Colleges

High School preparation in the following areas:

- English
- Mathematics
- Science
- Technology

Trade Schools

High School preparation in the following areas:

- English
- Mathematics
- Science
- Technology

Requirements may vary in colleges or universities. Be sure to contact the school(s) you are interested in attending to get specific information.

ACT: Students planning on attending college should take four years of Math, Science, English, and Social Studies; including Algebra II, Pre-calculus, Chemistry, and Physics. This will also help them to prepare for the ACT and Compass Test. A score of 24 or higher on the ACT may lead to an academic scholarship. Research shows that for students to succeed in college, they must take rigorous high school courses.

- School Code: 280425

Section 4 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 5 Schedule Changes

Students needing schedule changes should notify the Administration within four days of the start of each semester for high school and the start of each quarter for middle school. Schedule changes must be initiated by the student involved, the Principal, Assistant Principal or counselor, and/or the student's parent or guardian. A change of course form must also be filled out and signed by a parent/guardian. Final approval of all schedule changes will be made by the Administration.

Section 6 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Section 7 Report Cards

Report cards are issued at the end of each semester. For secondary students, letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. All grades are subject to adjustment by the Principal or Assistant Principal for academic reasons.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. There will also be a parent's night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

- Students receiving all "A's" will be classified as students with distinction.
- Students receiving no other grade lower than a "B" will be classified as students with honor.
- All class grades are figured the same for honor roll status.
- Honor roll lists are published in school and community publications.

Section 10 Eligibility List

The academic eligibility list will be released each Tuesday. If a student is failing two or more courses, they are deemed ineligible and they will be required to attend Wildcat Reflection after school until they are passing. Students will also be ineligible in all sports, activities, and field trips for the week following the release of the eligibility list.

Section 11 National Honor Society

The National Honor Society chapter of Cedar Bluffs Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experience and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two (2) forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s). [Insert other member obligations here if they exist for your chapter.]

Removal from National Honor Society

A student may be removed from the NHS by action of the Administration upon a determination by the principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct, which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Administration's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten (10) calendar days of receipt of the Administration's removal decision. The appeal procedures shall be established at the discretion of the Superintendent to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: http://www.nde.state.ne.us/SPED/sped.html.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child. 4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
4. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
5. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
6. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district. 9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
8. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
9. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
10. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
11. File a local grievance in accordance with school policy.
12. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

Cedar Bluffs Public Schools employs a counselor for the purpose of assisting with the District's testing program, to assist with scheduling, to assist students in planning for their future, and for students to discuss problems and resolve conflicts. If you should ever have a concern of any type, such as difficulty with classes, adjusting to high school, questions about various procedures, etc., please contact the guidance counselor.

Section 4 Health Services

Student Illnesses

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

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a

student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

- Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits.
- Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
- A child who is sent home from school for head lice should miss no more than two school days.
- A child who has been sent home from school due to head lice must come to the health office for inspection before returning to class
- A child who returns to class with nits will be checked again in 7-10 days.
- Families are encouraged to report head lice to the school health office.

- ❖ Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities.

Bus routes are set with safety, economy and ease of operation in mind. All routes may be reversed at semester time to prevent some from always getting on early or getting off late.

Students will be dropped only at designated stops i.e., the parents' home. Students will be let off at other designated stops on the existing route if parental permission is obtained. Drivers are not authorized to change the existing routes except where safety and good judgment dictate. For special situations, please contact the superintendent's office.

If school is dismissed before regular dismissal times due to inclement weather, students will be delivered home unless parents notify us of other arrangements.

Due to full utilization of buses, non-eligible transportation students will need a note signed by the principal in order to ride the bus to assure legal, safe transportation with regular bus students. Please do not assume your child will be transported because they so desire. Cedar Bluffs Schools does not automatically provide service for non-eligible students due to space concerns and increased liability.

Students are expected to follow the following rules while riding school buses:

Section 5 Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
    a. <u>Rules for Getting On and Off the Bus</u>
        i. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
        ii. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
        iii. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
        iv. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
    b. <u>Rules on the Bus</u>
        i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
        ii. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
        iii. Talk quietly and use appropriate language.
        iv. Keep all parts of your body inside the bus.
        v. Keep your arms, legs, and belongings to yourself.
        vi. No fighting, harassment, bullying, intimidation, or horseplay.
        vii. Do not throw any object.
        viii. No eating, drinking, use of tobacco, alcohol, drugs, or flammables.
        ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
        x. Do not damage the school bus.
    c. <u>Getting the Driver's Assistance:</u>
        i. If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get

the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.

d. Consequences for Rule Violations:
    i. Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Student Vehicles. Students who drive are to park their vehicles in the parking lot north and east of the school building and leave the vehicle parked until school is dismissed unless special permission is secured from the office. Students are to obtain permission from the Principal before leaving the campus during school hours. This must be for emergency cases only, and the only times that vehicles should be moved during school hours. Students are not to go to their vehicles anytime during the school day without permission. Students seen in any car, except with parents, may be suspended for three days.

Driver's privileges may be forfeited by failure to abide by regulations or by driving practices not conducive to the safety of the driver, his passengers, or pedestrians.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.

6. Possession, use or distribution of any tobacco product.
7. Possession, use or distribution of any vaping/e-cigarette product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Student Discipline

Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
    a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
    b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

    The following process will apply to short-term suspensions:

    a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is

necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

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

c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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.

d. 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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

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

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

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework.

In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

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

f. 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 expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond

five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. 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 are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any 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 some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a

school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

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

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

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or

teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear 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.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. 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).
d. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
e. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

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.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:
    i. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
        1. Tests (includes tests, quizzes and other examinations or academic performances):
            a. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after

having taken a test, the student informs other students in a later section of the questions that appear on the test.

b. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during test

c. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

d. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

e. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

2. Papers (includes papers, essays, lab projects, and other similar academic work):

a. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

b. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

c. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the **student's.**

d. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

e. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

3. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

4. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

a. Failure to Credit Sources: Copying work (words, sentences, and

paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

c. "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

i. Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

ii. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

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

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian

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

- 1st Offense: Students will be directed to stop.
- 2nd Offense: Students will be directed to stop, and parents will be notified.
- 3rd Offense: Students will be suspended from school for a minimum of one (1) day, and parents and students will need to meet with the administration to address the ongoing conduct. If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Anti-Bullying:

One of the missions of the district is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Administration so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying policy is available for review on the district's website.

Pregnant and Parenting Students

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

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider. Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons. Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Network, E-Mail, Internet, and Other Computer Use Rules:

1. General Rules:
    a. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
    b. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
    c. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
    d. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
    e. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
2. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
    a. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
    b. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
    c. Students shall not use or try to discover another user's account or password. iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
    d. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

e. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
f. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
g. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

3. Violations
   a. Prohibited Use of Electronic Devices: Students shall not use electronic devices for:
      i. activities which disrupt the educational environment;
      ii. illegal activities in violation of state or federal laws or regulations;
      iii. unethical activities, such as cheating on assignments or tests;
      iv. immoral or pornographic activities;
      v. activities in violation of Board or school policies and procedures relating to student conduct and harassment;
      vi. recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
      vii. "sexting;" or activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

4. Electronic Communication Devices and Cell Phones

   All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

   1. When required by a student's Individualized Education Program or 504 Plan;
   2. When authorized by the District for educational purposes during instructional time;
   3. In the case of an emergency or perceived threat of danger;
   4. When necessary to monitor or manage a student's health care; or
   5. When determined appropriate by the Superintendent or Superintendent's designee.

   All exceptions listed herein must be approved in advance by the appropriate school staff member.
   Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

5. Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
   a. First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
   b. Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
   c. Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall

remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

6. Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
    a. Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
    b. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
7. Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
8. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

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

First Violation:
The first violation of misusing the device will result in the student's computer being "locked down" for two weeks. Meaning that the student will only be allowed to access necessary programs for the completion of classwork.

Second Violation:
The second violation of misusing the device will result in the student's computer being "locked down" for one month. Meaning that the student will only be allowed to access necessary programs for the completion of classwork.

Third Violation:
The third violation of misusing the device will result in the student's school issued electronic device being confiscated. The student will be required to use a classroom computer for the completion of their classwork.

Personal Mobile Devices

The widespread ownership of mobile devices such as cellphones and smartwatch technology among young people requires that the school, teachers, students and guardians take steps to ensure that mobile phone/smartwatches are used responsibly at school. This Responsible Use Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed. This will ensure the benefits that mobile devices provide can continue to be enjoyed by our students while at the same time ensuring they do not interfere with learning.

Students and guardians must read and understand the Responsible Use Policy as a condition upon their child being granted permission to bring/use their mobile device to school. **This is done by students and guardians signing the student handbook receipt form.**

We understand that mobile phone/smartwatches and other mobile devices are owned by a significant number of students and recognize the need for parents to give their children mobile phone/smartwatches to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone, or commuting to school.

It is the responsibility of students who bring mobile phones/smartwatches and other devices to school to abide by the guidelines outlined in this document. The decision to provide a mobile phone/smartwatch to their children should be made by parents. It is incumbent upon parents to understand the capabilities of the phone/smartwatch and the potential use/misuse of those capabilities.

Office Referrals: When a student's behavior/conduct in the classroom becomes disruptive to the educational process, they shall be sent to the principal's office. This shall be done to ensure that the education of others in the class is not hampered by the inappropriate conduct of other students. When students are given an office referral they will meet with the principal. The student will not return to class for the remainder of the class period.

Students will be given an Office Referral for the following offenses:

1. Inappropriate clothing
2. Misuse of electronics
3. Inappropriate language
4. Classroom disruptions
5. Bullying
6. Disrespect
7. Cheating/Plagiarizing
8. Bus Misconduct
9. Circumstances deemed necessary by staff member

Parents will be notified of an office referral via email from the referring teacher.

Wildcat Reflection: Students may be assigned a Wildcat Reflection due to infractions of school rules, excessive tardiness, and/or excessive failing grades/missing homework. Wildcat Reflection is held every day after school beginning at 3:25 and ending at 4:30. Transportation will not be provided for Wildcat Reflection. It is important to make arrangements prior.

If a student chooses not to attend an assigned Wildcat Reflection, they serve the next Wildcat Reflection with the principal. If students continue to skip Wildcat Reflection, students may serve a one-day in school suspension.

Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass.
3. Seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students may have food and drinks (**No Energy Drinks or Caffeine Pouches are Allowed)** in the classroom, However if it is a distraction to the learning environment they will be asked to throw it away or put it away. In addition,

it is up to the teacher's discretion. If contents are questioned, the principal/teacher has the right to confiscate the food/drink items.

5. Students are expected to bring all books and necessary materials to class. This includes study halls.
6. Assignments for all classes are due as assigned by the teacher.
7. Students are not to operate the mini-blinds or the windows.
8. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
9. Students are to be in their seats and ready for class on the tardy bell.
10. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
11. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Anti-Bullying Policy:

One of the missions of the District is to provide safe and secure environments for all students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive

behaviors and to discourage and protect others from inappropriate behaviors.

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

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

Initiations, Hazing, Secret Clubs and Outside Organizations (Policy No. 6284)

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

b. Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
c. Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
d. Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Network, E-Mail, Internet and Other Computer Use Rules:

a. General Rules:
   i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
   ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible

for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

i. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

ii. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

iii. Users shall not use or try to discover another user's account or password.

iv. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

v. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

vi. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

vii. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

viii. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

ix. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

x. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

xi. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

i. Be polite. Do not become abusive in your messages to others.

ii. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language,

message, information or images.

iii. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues. (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

iv. All communications and information accessible via the network should be assumed to be private property of others.

v. Do not place unlawful information on any network system.

vi. Keep paragraphs and messages short and to the point. Focus on one subject per message.

vii. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

viii. Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

1. Don't forget that your profile and Facebook and similar social networking sites and forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
2. Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
3. People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
4. Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
5. Don't post anything that would embarrass you later. Think twice before posting a photo or info you

wouldn't want your parents or boss to see!

6. Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Article 9 – Student Fees Policy

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

2025-2026 Student Fees
Specification of Required Materials and Fees

Program	General Description of Fee or Material	$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of $20.00 for use of a school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.

School Meals		Breakfast $3.05 Lunch $3.55 Adults $3.55 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

PostSecondary Education Courses	TuitionandFeesforcollege courses taken for credit	Any Course That is failed or deemed incomplete will require the student to reimburse the school for the cost.

College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. Cedar Bluffs will offer opportunities for the ACT to be taken at the school at no cost to families.
Admission	Spectator fees for admission to events	$5.00 per event maximum. Family Activity Passes may be purchased for $100 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed $20.00 per event.
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be $40 per year for students 9th - 12th grade and $30 per year for student grades 7th - 8th.

Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: Basketball:No additional Cross Country: No additional Football: Mouthpiece Golf Golf: Bags and Clubs Speech/Debate Dress attire; copies of research Track: No additional Volleyball Knee pads Wrestling: head gear Cheerleading/Dance: Shoes, approved uniforms (top & skirt; jacket), poms and other accessories.
Travel meals	Meals	Students are responsible for their own meals while traveling.

Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.

Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual activity fee of $40.00
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Uniforms for the marching band will be supplied by the school.

Future Business Leaders (FBLA)	State & national dues, meals, and activities	Annual dues TBD
HOSA – Future Health Professionals	State & national dues, meals, and activities	Annual dues TBD
Skills USA	State & national dues, meals, and activities	Annual dues TBD

School plays, musicals, and social activities	Admission to events	Admission TBD
School dances	Admission to prom, homecoming, etc.	Admission TBD
Class dues Trips	Transportation, lodging, meals, admission to events, etc.	Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Tina Headid – Middle/High School Principal Curtis Carlson – Elementary Principal

Title IX	Discrimination or harassment based on sex; gender equity	Thomas Brinkman – Assistant Principal/Athletic Director
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Tina Headid – Middle/High School Principal Curtis Carlson – Elementary Principal
Homeless student laws	Children who are homeless	Sam Fitzgerald - Counselor
Safe and Drug Free Schools and Communities	Safe and drug free schools	Alexous Hof - Counselor

The Coordinator may be contacted at: 110 East Main Street, PO Box 66, Cedar Bluffs, Nebraska 68015, (402) 628- 2080

Section 3 Multicultural

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notification of Rights Under 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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to 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 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

Section 5 Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Cedar Bluffs Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section. 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.

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student

privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

> The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
> Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
> Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;

2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

Section 10 Title I Program Information

Cedar Bluffs Public School receives federal Title I funds to support students in meeting state academic standards. These services supplement the regular education program to assist students in achieving academic success.

Parent and Family Engagement

In accordance with federal requirements, the school implements a Parent and Family Engagement Policy outlining how parents are involved in the planning, review, and improvement of Title I programs. Parents are provided opportunities to participate and engage in their child's education. The policy is available upon request.

Annual Title I Meeting

An annual Title I meeting is held each year at a convenient time. All parents of participating students are invited and encouraged to attend. The school will explain its participation in Title I, program requirements, and parents' rights to be involved.

Right to Know – Teacher and Paraprofessional Qualifications

In accordance with ESSA, parents have the right to request information regarding the professional qualifications of their child's teacher(s) and paraprofessionals, including:

- Certification and licensure status
- Emergency or provisional status
- Area of endorsement
- Paraprofessional qualifications

Requests may be made through the school office.

Student Assessment and Academic Information

Parents will be provided timely information about Title I programs, including curriculum, assessments (such as NSCAS and local assessments), and expected proficiency levels.

School-Parent Compact

A School-Parent Compact outlining shared responsibility for student achievement is available upon request.

Accessibility and Communication

Information about Title I programs and activities will be provided in an understandable format and, to the extent practicable, in a language parents can understand. Accommodations will be provided for parents with disabilities.

Section 11 Cedar Bluffs Public Schools Library Access and Parent Notification Policy

In accordance with Nebraska Revised Statute § 79-533.04, Cedar Bluffs Public Schools provides parents and guardians access to information regarding school library materials and student library checkouts.

Library Materials Access

The district maintains a current catalog of all library materials available to students. Parents and guardians may review these materials through the district's library system, Destiny Library Manager. Access to the catalog will be provided upon request in an accessible format.

Student Checkout Information

Parents and guardians may request information regarding library materials checked out by their student. Upon request, the district will provide access to information that may include:

- Title of the material
- Author
- Date of checkout
- Due date

Parent Notification (Opt-In)

Parents and guardians may opt in to receive ongoing notifications regarding their student's library checkouts. To participate, parents/guardians must contact the school office and complete the district's opt-in form. Information will be provided in a timely manner following the request.

Cedar Bluffs Middle/High School Signature Page

STUDENT NAME: _____ ***DATE:*** _____ ***District***

Network, E-Mail, Internet, and Other Computer Use Rules

I understand and will abide by the District Network, E-Mail, and Other Computer Use Rules. I further understand that any violation of the regulations is unethical and may even constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Library Checkout Consent

We respect your right to help your student choose reading material. Your student's ability to check out library materials or access their classroom teacher's personal library can be provided freely with your consent by signing below..

Receipt of 2026-2027 Student/Parent Handbook of Cedar Bluffs Middle/High School

By signing I acknowledge the receipt of the 2026-2027 Student/Parent Handbook of Cedar Bluffs Middle/High School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools, and that by signing, as a student, I agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity. And that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment and discrimination.

Free/Reduced Lunch

I have read the Free and Reduced school lunch and breakfast policy. I understand, if I qualify, it is my responsibility to annually reapply for free and reduced lunches and will be charged full prices until paperwork is turned into the school and verified by the state. Free and Reduced forms are in the online registration or can be picked up in the office. If you received a Direct Certified notification from the school stating you will automatically receive free or reduced prices, no action is necessary.

Participation in Public Relations Activities

I give my permission for my child's image to potentially be used in school related public relation advertisements. If you do not wish this for your child, please notify the high school office.

Transportation Services

I have read and understand the transportation expectations for my students regarding their procedures and conduct.

Consent to Test

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rule, and regulations set forth by the Board of Education of Cedar Bluffs Public Schools, and the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Cedar Bluffs Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. Further, I consent to additional drug and alcohol testing pursuant to Board Policy in the event of a positive test. I also authorize the release of information concerning the results of such tests to designated District Personnel.

_____ _____ Parent Signature

Date

_____ _____ Student Signature

Date