

# **Pierce Junior-Senior High School**

**Student Handbook**

**2011-2012**

## WELCOME

The administration, faculty and staff of Pierce Jr/Sr High School welcome you to our fine school. Our school has a proud past and a reputation for excellence. The entire community takes pride in its school and expects you to represent it and yourself to the best of your ability. Our patrons have made a tremendous investment in the young people of our community. We have some of the best facilities in the State. Please help us take care of this investment.

The ultimate purpose of education is to prepare young men and women for the art of living within the basic principles of our democracy. Our goal as an educational institution is to help you reach your goals. We want you to become the best at whatever you choose to do. We challenge you to excel academically and prepare yourself for the future. We encourage you to participate in our activity programs to grow physically, emotionally and socially.

The Student Handbook has been prepared to assist you and your parents in understanding school procedures and policies. You are responsible for knowing the contents, so read the booklet carefully. This information will be of great value in helping you adjust to our school and become an integral part of it.

**Remember that your success at Pierce Jr/Sr High School will be directly proportional to your efforts.** You are responsible for learning. Worthwhile ventures are seldom easy. It takes a great deal of confidence, self-discipline, and hard work to be successful. Set your goals, make a commitment, and then work hard to achieve them. We will do everything possible to help you reach your goals.

The student and parents/guardians must sign, date, and return the handbook form included with this handbook before the student is allowed to participate in school activities.

The Mission of the Pierce Public Schools is to provide quality programs and staff and to encourage community involvement and support in preparing all students to succeed and achieve excellence. Each student will develop skills which will enable him or her to be a successful citizen and lifelong learner, and to respond confidently to the demands of a changing society.

Kendall Steffensen  
Superintendent

Mark Brahmer  
Principal

Gary Timm  
Activity Director/Asst. Principal

### NON-DISCRIMINATION POLICY

As required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504, the Pierce Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Kendall Steffensen, Superintendent, 201 N. Sunset, Pierce, NE 68767, 329-4677.

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# ACADEMIC GUIDELINES

## REGISTRATION

Students choose their courses during the previous year. Students are required to register for four classes per semester. Any exceptions must be approved by the counselor and principal. Students will be given a copy of their class schedule. If a student has a problem, an appointment should be made with the guidance counselor. However, the class in question should not be missed while waiting for the counselor. The counselor should be seen before or after school. Before changing a class, students must have written permission from the counselor and fill out a proper Drop and Add Slip. Students are responsible for getting necessary teachers' signatures. Schedule changes must be completed by the end of the first day of each term. Afterwards, special permission is necessary to change schedules. Students who drop themselves from classes without administrative approval will receive an "F" for the course.

## REQUIREMENTS FOR GRADUATION

The minimum number of credit hours to be earned during grades nine through twelve for graduation is 240. Students must attend school a minimum of four school years (3 ½ school years if finishing in December of Sr. year). Any variance in this attendance requirement must be approved by the Board of Education. Students must pass the following number of terms in each of the required subject areas:

English.....	4 courses
Social Studies.....	3 courses
Science.....	3 courses
Mathematics.....	3 courses
Physical Education.....	1 course
Computer Application.....	1 course

A semester course completed with a passing grade is worth 10 credits. Attendance is also required and is directly related to graduation credits. Refer to the attendance policies in this handbook. Students should review their credit status with their advisor and counselor after each term. 240 total credits are required for graduation.

## SENIOR GRADUATION ELIGIBILITY

A student must meet the total number of credit hours required (240) and pass all required courses to be eligible for graduation. Graduation from high school shall be on the recommendation of the high school principal and the superintendent as set forth by the Board of Education and the State Department of Education. If after the first term of their senior year a student cannot realistically meet the graduation requirements of the school district, they will not be allowed to participate in graduation ceremonies. Blank diplomas will not be given.

## GRADING SYSTEM

Final grades are issued to students at the end of each term. The semester grades are recorded on the permanent record or used to calculate grade point averages. A semester grade is the average of the two term grades within that semester. For example – A student earns an 80% in a class during term 1 and earns a 90% during term 2. The student's final semester grade would be an 85%. The recommended grading system is as follows:

A+ = 98-100 = 4.0	C+ = 80-82 = 2.3	F = below 65
A = 95-97 = 4.0	C = 77-79 = 2.0	P = passing
A- = 92-94 = 3.7	C- = 74-76 = 1.7	I = incomplete
B+ = 89-91 = 3.3	D+ = 71-73 = 1.3	
B = 86-88 = 3.0	D = 68-70 = 1.0	
B- = 83-85 = 2.7	D- = 65-67 = 0.7	

## INCOMPLETES

When a student's work is not completed by the end of the grading period, the student will receive an incomplete as a grade. The student will have three weeks to complete the work, or he/she will receive no credit for the class. If the incomplete is received at the end of the fourth term, the student must make arrangements to complete the work during the summer to receive credit for the term. Time extensions for special situations (medical) must be approved by the principal.

## GRADE POINT AVERAGE/ACTIVITY CLASSES/CLASS RETAKES

Grade Point Average (GPA) is a composite average of total grade points earned. Grades for activity classes will not be used to determine GPA, class rank, academic letters, academic scholarships, or valedictorian, salutatorian, and honor graduate awards. Graduation credits will be awarded for passing an activity class. Activity classes are those which can be repeated each year, such as Strength & Fitness, Band, Choir, and Journalism. Any student who fails an activity class will not be allowed to take the class again without special permission from the instructor and principal. If a student retakes an academic class that he/she has already passed, no graduation credits will be given for the retake. The second grade doesn't count toward his/her grade point average. If a student has failed a course, both grades count toward his/her grade point average when he/she retakes the course. Students will not be allowed to retake a class if they received a grade of C or above the first time.

## TRANSCRIPTS

When a student enters junior high school, they start to develop their educational transcript. This transcript is a permanent lifetime record that the school system keeps forever. Grades, attendance, test scores, activity participation, class rank, and graduation date are some of the items included in

this permanent record. Colleges, tech schools, businesses, and future employers will request this information during your lifetime. The school will not send a transcript to anyone unless the student or parent/guardian gives their permission.

## HONOR ROLL

Any student achieving a grade point average of 3.5 or above will be placed on the Principal's Honor Roll. Students achieving a grade point average of 2.7 or above will be placed on the Honor Roll. Junior High Honor Roll is determined by using grades from English, Math, Social Studies, Science, Physical Education/Health, and Jr. High Exploratory.

## FAMILY EDUCATION AND PRIVACY ACT

The Family Education and Privacy Act generally provides that student records are confidential and not available for public release. However, directory information may be released by an educational institution after notice has been given of the categories of information which are designated for release. Pierce Public Schools will not release the names of students to any person or organization for solicitation purposes. Any person or group requesting directory information must state the purpose for which the directory will be used. Pierce Public Schools will release student information, such as name, picture, and/or original work, for school related events and activities. If parents or students do not wish to have their name and information released for these purposes, they should bring a written request to the high school principal. The above statement will serve as official notice to our parents and students.

Be advised that this school district routinely forwards education records to other educational agencies or institutions that have requested the records, and in which the student seeks or intends to enroll, without written consent from parents or guardians.

## ACADEMIC LETTER REQUIREMENTS

In order to qualify for an academic letter a student must complete each of the following requirements: A student must earn a 3.50 grade point average or higher in both the fall and spring semester. This GPA is for academic classes only. The student must have no unexcused absences. The academic letter is awarded annually. The first year a student earns a chenille letter and pin. In succeeding years the student will receive a bar. Any student earning all A's on his/her report card would be awarded the academic letter "with distinction."

## HONOR GRADUATE AWARDS

These awards will be presented annually during graduation ceremonies. Students are eligible for these awards if their grade point average is 3.7 or above, or they have earned 4 academic letters, or they are ranked in the top 10% of their class. Activity class grades will not be used to determine the students' grade point averages.

## PROGRESS REPORTS & REPORT CARDS

Progress reports are sent to parents on an "as needed" basis to report changes in student performance. Parents are urged to check with the teachers about the student's progress. Students and parents can access their grades at any time using their Power School accounts. A term progress report will be sent home at the conclusion of a nine week term. Report cards will be issued at the end of each semester.

## VALEDICTORIAN & SALUTATORIAN

The valedictorian and salutatorian of the senior class are determined by the students' grade point averages. In order to qualify for the distinction, a student must be a full time student at Pierce High School during his/her entire 12th grade year.

## PARENT CONFERENCES

Parents may make appointments for conferences with teachers, the counselor or the principal by telephoning the school office. Parent-teacher conferences will take place during the first and second semesters. Parents are encouraged to communicate with their child's teachers. Education of our youth is a shared responsibility. Good communication helps prevent problems.

## WITHDRAWAL OR TRANSFERS

When a student withdraws from school, he/she must report to the counselor's and principal's offices. In the counselor's office, the student will get a check-out sheet which all teachers of assigned classes must sign, and also a Release of Transcript record sheet. If this procedure is not done, transcripts may not be forwarded to the student's next school.

When students transfer into our school after a semester has started, the counselor will try to develop a schedule to match their previous schedule. Each situation will be dealt with on an individual basis. If a student enters late in the term (after two weeks), the possibility exists that they may be given a limited schedule, or audit classes without receiving graduation credits.

## JUNIOR HIGH ACADEMIC REQUIREMENTS & SUMMER SCHOOL

Junior High students will be required to pass the five full time classes: English, Math, Science, Social Studies, and Physical Education. Students are also required to meet the district's attendance standards. A student who receives a "D" in a full time class and has more than 6 absences during an individual semester will be required to attend summer school. If a student fails to meet the requirements, the parents and student will be given the following options:

1. If there are no scheduling conflicts the following year, the student will repeat each individual class in which the requirements were not met.
2. If there are scheduling conflicts the following year, the student will repeat the entire curriculum at the same grade level.
3. The student may enroll in Summer School and successfully complete a curriculum developed for the individual student. This will allow the student to maintain his/her present level and improve their knowledge and skills to enable them to succeed at the high school level.

\*\*Any junior high student may attend summer school to improve his/her knowledge and skills. It is not limited to those students who did not meet requirements.

**\*\*\*\*Summer school is also offered for our 9<sup>th</sup> Grade students. Any 9<sup>th</sup> grader who has failed a core subject may take summer school to retake the course rather than retaking it during the school year.**

## HOMEWORK REQUIREMENTS/AFTER SCHOOL STUDY HALL

Students in grades 7-12 are expected to have all of their homework complete on a daily basis. Students who fail to fulfill their homework requirements will be required to attend after school study hall the same school day with the teacher of that particular class. If the teacher is unable to meet with the student after school, the student must attend the central study hall located in the resource learning center. Parents/guardians will be contacted during the school day. Students will not be excused from after school study hall except in the case of a doctor, dentist, or court appointment. An after school job or work will not be accepted as an excuse. In the case of a doctor, dental, or court appointment, the student will then have to stay after school the next school day.

Students who skip an after school study hall will be required to stay one hour after school on Friday or the last day of the week. Students who skip this hour will be suspended.

## TEST RETAKES

Students who fail a test will be required to retake the test until a passing (65%) mark is obtained. The highest grade a student can obtain is the passing mark of 65%. The student's teacher will determine when the student will retake the test. Students who skip a test retake session will receive a written detention. Continued disregard of the test retake rule will lead to in-school or out-of-school suspension.

## ACADEMIC GUIDELINES FOR ACTIVITIES

All students (7-12) must be in good academic standing to represent Pierce Jr.-Sr. High School in interscholastic activities and competition. A student will be considered ineligible if she/he is failing two or more classes. The restriction period will be for two weeks, but the student may become eligible after one week if she/he can raise her/his grade to the passing level. The restriction

period will run from Tuesday through the next Monday (7 calendar days). There will be a carry over from one term to the next term. Grades will be turned in by 9:00 a.m. every Monday. The ineligible list will be available by 3:25 p.m. each Monday. A student placed on the ineligible list will be allowed to participate in the following activities during the restriction period:

1. Attend all regularly scheduled class periods.
2. Attend any convocation or assembly designed for all or part of the student body.
3. Participate in any class trip that is developed and supervised by the classroom teacher, is expected to be attended by all members of the class, is considered part of the curriculum for that particular class, and takes place within the confines of one calendar day.
4. Participate in regularly scheduled practices, meetings, fundraisers, dances, or decorating for any activity. These activities must be developed and supervised by the sponsor of the activity that the restricted student was participating in at the time of the restriction or the activity the student will be participating in when the restriction period is over.
5. Participate in regularly scheduled choir and/or band concerts held at Pierce High School.

\*\*A student will not be allowed to miss school to attend an extracurricular activity as a spectator.

## ENCORE

We believe all students can learn, but some need more time and attention. Encore is a time for reteaching and structured study time. Encore will run from 7:50 am until 8:10 am. Any student with less than a "C" average (73% or below) in a class is required to attend this class during encore. Students will be informed verbally or receive an encore notice from their teacher when they are to attend encore. The teacher will also indicate to the student when he/she is off encore. They will be required to attend encore everyday until their instructor informs them otherwise. Encore is also required for those students who have make-up work to do. **Teachers will have the ability to require a student to attend after school study hall if students attend encore to finish their homework. Encore is not intended for homework completion except in the case where a student did not understand a few problems and must use encore to access his/her teacher.**

Our tardy regulations for encore will be the same as they are for the regular school day (page 26). If a student misses more than 10 minutes of the encore period, they will be counted absent. Students who miss encore must have a written note from their parent/guardian on the same day to excuse the absence. A parent can also telephone the principal's office on the same day of the absence to excuse it. Parents may excuse their child from encore two times per 9 week term. Failure to do so will result in a 30 minute after school study hall. A mandatory study hall (45 minutes) will be served after school for any encore absence over the limit (2) regardless of the reason for the absence.

A student who chooses to stay in the commons area rather than attend encore will automatically be assigned an after school study hall. Unexcused absences from encore or the mandatory study hall will result in Saturday School (2 hours), in-school suspension, or suspension (progressive). If a student accumulates 6 encore absences in one term, the student will be suspended in-school.

## PROJECT CHALLENGE COURSES

Pierce High and Northeast Community College have established a partnership for dual credit. Several dual credit courses are offered in our curriculum for upper level students. Students may earn high school graduation credits and college credits at the same time. These courses are taught on our campus by our instructors. The student is responsible for the tuition at Northeast.

## COLLEGE COURSES

We allow our junior and senior students to take college courses at Northeast Community College or via our distance learning system. The student must be in good standing and have a permission slip from their parent/guardian. If the college instructor has a Nebraska teaching certificate, dual credit may be earned. The number of high school credits given for these courses will be the same as what the college gives for the course.

## LATE GRADE POLICY

Teachers have the liberty to establish their own late grade rule for their classrooms. It is important that students pay attention to the rule and adhere to it during the semester. Students who fail to turn in homework on time will lose partial or full credit for the assignment depending on the particular class. All students will be expected to turn in homework to prove both completion and comprehension of the information. Students who fail or refuse to turn in homework will be required to stay after school with that particular teacher or in the central study hall to complete the unfinished work.

## FAILURES AND RETAKES

Students who fail a required course (English, Science, Social Studies, Math, Computer Applications 1, and Health & Physical Education) will have to retake the course in order to graduate. Students in grades 7 & 8 are expected to retake the course during Summer School. 9<sup>th</sup> grade students who fail a core course have the option to retake the entire course during the school year or retake the course during Summer School. Summer School is not available for 10<sup>th</sup>-12<sup>th</sup> graders. 7<sup>th</sup>-9<sup>th</sup> grade students who successfully pass a core course in Summer School will receive a "P" (passing grade). This passing grade counts as a D- toward the student's grade point average.

Students who retake and successfully pass an entire course during the school year receive the grade they earn. For example – a student fails English 10 the first time he/she takes the course. The student later retakes English 10, successfully passes, and earns a "C" grade. Both the original failing grade and the "C" grade are recorded on the student's transcript, and both grades are counted toward the student's grade point average.

Students who fail certain elective courses will not be allowed to retake the class unless they have special permission from both the principal and the instructor. These classes include Band, Choir, Strength & Fitness, and Journalism. A passing grade in both Strength & Fitness and Journalism is 80%. Band, Choir, and Strength & Fitness do not count toward a student's grade point average.

## ACT PREP COURSE

All students planning on taking the fall or spring ACT college entrance examination will be required to take the John Baylor Preparation class. The course is free of charge to our students and is quite important to their success on the exam. Students planning on taking the fall examination will participate in the fall preparation class while those students taking the spring examination will participate in the spring class. Our guidance department will oversee the course which is comprised of multiple sessions and takes place at the conclusion of the school day from 3:00-3:45 pm.

## PIERCE HIGH ALTERNATIVE SCHOOL

We also offer an alternative school for students who struggle in the regular classroom or require credit recovery. All classes within the alternative program are offered using the A+ Curriculum, a computer-based program. Students interested in the program must speak personally with the principal to apply for the alternative school. Approval will be granted based on a student's academic, social, and personal needs and situation. Students granted admission to the alternative setting are assigned one of three possible schedules:

1. Full-Time Alternative School Student
2. Part-Time Alternative School/Part-Time Regular Classroom
3. Part-Time Alternative School/Part-Time Work Release

### Program

Students can earn elective credits by working at a part-time job. These credits can only be earned during the school year and only when a student is officially enrolled as a student at Pierce Public Schools. Students can earn 5 elective credits for every 80 hours worked. Students must prove their work hours by presenting the principal with their pay stub. The principal will also have direct contact with the student's job supervisor or boss.

# GENERAL INFORMATION - RULES AND REGULATIONS

## BELL SCHEDULE

Students may enter building -7:40

Encore – 7:50-8:10 (attendance required for those who qualify)

Period 1 - 8:15-9:45

Period 2 – 9:49-11:19

Period 3 - 11:23-1:23

Lunch #1 - 11:23-11:53

Lunch #2 – 11:53-12:23

Lunch #3 - 12:23-12:53

\*During this 120 minute (2 hour) period, each student will be in a class for 90 minutes and lunch for 30 minutes.

Period 4 – 1:27-2:57

Reading Period – 3:01-3:20

Access time – 7:50-8:15 & 3:20-3:50

## BUILDING HOURS

The school building is open in the morning when the school buses arrive at around 7:40 A.M. and closes at 4:15 P.M. Any student or groups of students remaining in the building must be supervised by an adult. Any student or group in the building before 7:40 A.M. must be supervised by an adult. Students may enter the building before 7:40 A.M., but they must remain in the commons area or comply with the above statement. Any student not in encore or supervised by an adult must remain in the commons area until 8:05 A.M. or have a pass from an instructor. No students shall be in any school facility after 6:30 p.m. on Wednesday.

## THE LIBRARY

The library has books, magazines, pamphlets and other resources for assigned study and recreational reading. It is open for use from 7:50 am until 3:50 pm. Students can access the library before 7:50 am or after 3:50 pm if supervised by an instructor or aide. Other arrangements for usage may be made with the librarian, technology coordinator, classroom teacher or principal. The use of computers in the tech labs or library must be scheduled through the librarian or technology coordinator. Fines are charged for overdue material at an established rate.

## LOCKERS

The lockers belong to Pierce Public Schools. Therefore, students must understand that these lockers may be opened for inspection at any time by proper school authorities. Searches by legal authorities and canine units may also occur. Padlocks will be required on all school lockers. Each student will be responsible for the locker and padlock which was assigned to him/her. Students who fail to use the assigned padlock to lock their locker run the risk of having personal items taken. No tape, stickers, etc. will be allowed on lockers.

## SCHOOL DRESS CODE

Pupils are expected to come to school looking clean and neat and dressed in a manner which is accepted as good taste. Hair styles (male and female) that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to the individual are not well accepted. When a student's dress attire is in question, or a staff member finds it disruptive or offensive, the student will report to the principal's office. The student will be asked to change into proper school attire. If the student needs to go home to change, the parents will be contacted. The amount of school time missed will be doubled and made up during Saturday School. Any further offense will result in a suspension and a conference with parents and school officials. The principal must approve any variations in the dress code rules.

The following are examples of unacceptable dress:

- a. Advertising of alcoholic beverages, tobacco and illegal drugs is not permitted.
- b. Two-piece outfits must touch at the middle; bare midriffs are not permitted.

Tank tops are not allowed. Shirts must have sleeves (athletic uniforms excluded).

The sleeves can not be cut in two pieces.

- c. Profanity or pictures which are in poor taste are not permitted.
- d. "Sagging" pants and shorts are not permitted. Pants must be worn at the top of

the

hips.

e. Chains, including billfold chains, shall not be part of a student's attire.

f. Hats and caps shall not be worn inside the building during school or activities.

This includes away activities.

g. Students may not wear their winter coats or jackets in the building during the school day unless special permission is given by the student's teacher in that particular classroom. Students may wear sweatshirts and fleece jackets/pullovers if they are cold.

h. Shorts are allowed, but the following stipulations will apply: cutoffs, sport shorts or boxer shorts are not permitted. Minimum length for shorts shall be 4 inches above the top of the knee cap. Sport shorts are

allowed on Fridays.

i. Pajamas and bedroom slippers are not allowed.

j. Mesh, net, or see-through tops or bottoms are not allowed unless an undergarment which

meets dress code is worn underneath.

k. Skirts must meet the top of the knee cap.

l. Students may not have holes in their pants or shorts that expose skin anywhere above their knee caps.

\*\*\*The dress code also applies to PE classes with the exception of sport shorts. The dress code also applies when our students attend home or away activities. Students who continually break the dress code will be subject to disciplinary measures.

## FIRE AND TORNADO DRILLS

Fire drills will be conducted according to State regulations. Your teachers will instruct you on fire drill procedures. The main thing to remember is to be orderly and to leave the building by the assigned route as rapidly as possible. During the tornado season, drills will be conducted. The procedures for these drills will be outlined by your classroom teachers and are posted throughout the building.

## TELEPHONE CALLS

The office will always gladly cooperate with parents or guardians to get messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the pupil. Pupils will not be called to the telephone while in class except in an emergency situation.

The school telephone is primarily for school business and should not be used for personal calls.

## CELL PHONES

Students are allowed to bring their cell phones to school. Cell phones must be stored in a student's athletic/PE locker or school locker and must be powered down. Students may not use their cell phones during the school day (7:50-3:20) unless they have permission from Mr. Brahmer, Mr. Timm, Mr. Steffensen, or Mrs. Prah. Cell phone use during the school day is limited to the office area only during a student's lunch period. In case of an emergency, a student will be allowed to use their phone in the office during other times of the day. Students choosing to keep their cell phones in their school locker are highly encouraged to lock their locker to prevent possible theft.

Any student caught with their cell phone on them during the school day (7:50-3:20) and/or any student caught using their cell phone without permission during the school day (7:50-3:20) will be in-school suspended for 1 day. A second offense during the same school year results in a 2-day in-school suspension. A third offense results in a 1 day out of school suspension. Cell phones will be kept in the principal's office until a parent/guardian can come to the school to pick it up.

Students who do not have encore may have their cell phones on them as they wait in the commons area prior to the start of 1<sup>st</sup> period, but they may not use their phones during this time. These students will be expected to put their cell phones in one of their lockers before 1<sup>st</sup> period starts. Students who have encore will be expected to put their cell phones in their locker prior to the start of encore at 7:50 am.

Cell phones do not belong in the classroom. It is a distraction for too many students, and it negatively affects the learning environment.

## LUNCHROOM PROGRAM

The commons area, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice good manners. Lunch time is divided into three shifts during third period. Any misconduct may cause a student to lose the privilege of dining with the other students during lunch time. Also, only immediate family members and Teammates mentors may visit during a student's lunch time.

Our lunch program is computerized. Money received from each student will be deposited into his/her family's account. Lunch purchases will be deducted from their account each

time the student receives food items. Our computer system does not operate on a credit basis. Credit and charges will not be accepted at anytime during the year. Students must have money in their account to participate in the lunch program. If a student has money in their account at the end of the year, it will be carried over to the next year. Students will sign up for hot lunch or salad during first period. It is prohibited for students to sell any part of their lunch to another person. Free or reduced applies only to the initial meal. The full amount is charged for any extras or second meals. Free and reduced applications are available in the superintendent's office.

This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

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

## TEXTBOOKS

The school furnishes books to all students or students are given access to online textbooks on their laptop computers. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines which must be paid to the office at the end of the school year. Book covers are expected to be used on all school books. Book covers will be sold at school. Lost textbooks must be paid for and replaced immediately.

## CLOSING OF SCHOOL

Closing of school due to inclement weather or whatever the reason will be announced over the following radio/TV stations: WJAG-AM (780) Norfolk, KEXL-FM (106.7) Norfolk, KNEN-FM (94) Norfolk, KPNO (Norfolk 90.9), KCAU (Channel 9 - Sioux City), KTIV (Channel 4 - Sioux City), KOLN-KGIN (Channel 10/11 - Lincoln). The administration will estimate the number of students and staff affected by an activity. If the estimation is greater than 35%, the administration may decide to dismiss school.

## PASSING PRIVILEGES

Students must obtain a pass to leave their assigned area. Students will lose their passing privileges for the following reasons: 1) being on the down list, 2) being on the fine list, 3) being on the unexcused absence list, 4) being in an area not designated on the pass, 5) forging a pass. Any violation will result in two detentions, Saturday school, or suspension.

## COUNSELOR SERVICES

We offer services for emotional counseling, academic guidance, career guidance, and individual testing assessment. Appointments may be arranged by obtaining a pass from the counselor. These appointments should not interfere with instructional time unless it is

an emergency situation. The best time to visit the counselor is before school, encore time, or access time. If the counselor is busy with another student, you should return to your assigned area

## COLLEGE OR CAREER VISITATION DAY

Two days will be allowed for college bound seniors and one day for college bound juniors to visit colleges. One day will be allowed for non-college bound seniors to visit or job shadow in a career interest area of their choice. Students must be in good academic standing to use the career days. Any student wishing to take this "college or career visitation day" will first make an appointment with the college or career area, with the assistance of the guidance counselor. A "blue sheet" will then be issued in the counselor's office which will assure that all the student's assignments are completed before leaving. Each respective classroom teacher is required to sign the "blue sheet" when assignments are complete. The "blue sheet" must then be turned in to the office before the student takes the "college/career day." If all requirements are met, this absence will not be counted. A "college-career day" must be used BEFORE May 1st. Any variance must be approved by the administration.

## EXPENDITURES

All materials and supplies chargeable to the school district will be procured by requisition on a purchase order. Teachers and students will be personally responsible for purchases made without proper authorization. All expenditures of funds must have prior approval by the principal and superintendent.

## GIFTS AND PARTIES

Classroom groups are requested not to collect money for teacher gifts. During school hours there are to be no parties or picnics except for very special occasions, and then such plans must be approved by the principal's office.

## TRANSPORTATION & PARKING REGULATIONS

Students are not allowed to drive for school related purposes unless directly supervised by a staff member. All students driving a car or motorized vehicle to school will register the vehicle's license in the office of the principal and receive parking instructions. The car will not be driven during the school hours unless the student has a pass from the principal's office and permission from his or her parents. If a student parks improperly, he or she will be required to move the vehicle and serve detention time. The first two rows in the paved lot are reserved for faculty and visitors. The second two rows are reserved for seniors on a first come basis. Everyone else shall park in the northeast or west lots by the athletic complex. The students may not park in the parallel parking area immediately east of the high school.

## POP, CANDY, GUM

Absolutely no gum is allowed in the school building. Pop and candy are not allowed during school. Food, pop, milk, etc. can be consumed in the commons area before or after school. Food and drink are not allowed in the classrooms or hallways. Lunches may be stored in student lockers, but no open (seal is broken) pop or drink containers are allowed. Detentions will be assigned to those who violate this rule.

## VISITING SCHOOL

All visitors must obtain a visitor's pass from the principal's office prior to visiting teachers, students or school facilities. Parents are always welcome to visit school and are requested to check in at the office. If a parent wishes to visit a classroom, they must use the procedure described in Board Policy 6141.4 (Parental Involvement). Numerous persons from other schools, colleges, universities, sales companies, etc. visit our school, and it is part of the school's responsibility to know who is in the building and for what purpose. BRINGING FRIENDS TO VISIT DURING SCHOOL HOURS IS NOT ALLOWED.

## ACCIDENTS AND INJURIES

If the student does not have some type of health insurance, he/she should consider the insurance plan offered at school at the beginning of each school year. Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she may secure a claim form from the insurance representative. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

## HEALTH INFORMATION

According to State Law, students must be up to date on their immunizations before they are allowed to attend school. Parents should furnish updated health information about their children to the school during the first week of school. If your child has any problems, we need to know.

All medications must be brought to school in their original container (not a baggie) and will be kept in the principal's office. A written permission statement by the parent/guardian must accompany the medication. The statement shall give trained school personnel permission to administer the medication, and should also include when the medication should be given. Students may not distribute any type of drug or medication to other students for any reason. Students shall not take anything without a medical purpose. This includes imitation drugs, caffeine pills, etc.

## RESTITUTION FOR DAMAGES

Students will be responsible for any equipment or supplies issued to them by the school. The student will pay replacement costs for school property which is damaged by the student. Willfully damaging or vandalizing school property will also result in suspension from school.

## FIREARMS, WEAPONS, EXPLOSIVES AND MATERIAL THAT CAN BE IGNITED

These items are prohibited on school property or at school sponsored events unless authorized by the school administration. According to the Gun Free Schools Act (LB 658, Federal Law 18 U.S.C. Section 921), a student shall be expelled for one calendar year for possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

The Nebraska School Law [(79-4, 180(5))] and the Student Discipline Act (LB 1250) also prohibit weapons, including knives, on school property or at school events.

## ALCOHOL AND DRUGS

Use of or possession of, or being under the influence of, any alcoholic beverage or any controlled drug in the school building, on any school property, or at any school activity under school jurisdiction is strictly forbidden. Any student in violation of this rule will be suspended or expelled from school. Parents and the local law enforcement officers will be contacted. Every effort will be made to retain the student at the activity until parents or authorities can come and get him or her. The school will comply with State Law LB 1250.

## CONFLICT RESOLUTION

When a concern or conflict arises, we encourage parents to go through the chain of command. Contact the closest source to the problem first to get their side of the story or pertinent information. If the problem can not be resolved, then contact the person at the next level. The chain of command is as follows:

- 1) Direct source such as teacher, coach, sponsor, custodian, cook, bus driver, etc.
- 2) activities director
- 3) building principal
- 4) superintendent
- 5) board of education.

\*\*\*SEE CONFLICT RESOLUTION CHART ON

OF THE STUDENT HANDBOOK.\*\*

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## READING PROGRAM

All students except Jr. High athletic (in-season) participants will participate in a silent, daily reading period from 3:01-3:20 pm. Students will be graded and will earn 3 credits per semester if they pass the course. Students who forget or fail to bring their reading book to class will have to make up the lost reading time after school in the principal's office.

## EARLY GRADUATION

Students in the senior class will be granted the opportunity to complete their senior year at the end of the fall semester if the following items are completed:

- 1) Successfully pass all senior high core class requirements. This includes the senior English course and Government/Research.
- 2) Successfully accumulate 240 credits.

A mid-year graduate surrenders the opportunity to participate in all Pierce High School extra-curricular activities after completion of the fall semester of his/her senior year. This includes, but is not limited to, Sweetheart, Prom, sports, fine arts, music, and clubs/organizations. Mid-year graduate students will have the opportunity to participate in the May graduation ceremony. All mid-year and full-year graduates will be expected to follow Pierce High School expectations and rules before, during, and after the ceremony. Students will not receive their diploma until the May graduation exercises. It will be the student's responsibility to contact the senior class sponsor for details and expectations for graduation.

## HIGH SCHOOL DANCE GUESTS

Pierce High School students who wish to bring an "out of town" date to any school sponsored dances must complete a Pierce High School Dance Guest Request Form.

These forms will be on hand in the high school office. The following expectations must be followed if a Pierce High School student wishes to bring a guest from outside our school system:

1. A guest must come to the dance and leave with the Pierce High student who submitted the guest request form. The invited guest and Pierce High student should appear to be a couple, therefore quality time as a couple is expected at the dance.
2. The guest request form must be completed and submitted to the high school office by 3:50 pm the Thursday prior to the dance.
3. A guest is the responsibility of the accompanying Pierce High student. If a guest violates The Pierce High Dance Policy of no alcohol, tobacco, illegal substances or inappropriate behavior, both the student and the guest may be asked to leave and shall forfeit their privilege to participate in school sponsored dances. Guests will be screened for alcohol, tobacco, and illegal substances, along with the Pierce High students.
4. Any type of inappropriate behavior displayed by the guest and/or Pierce High student will result in consequences at school for the Pierce High student, depending on the situation.

## COMPUTER USE RULES AND REGULATIONS

Pierce Public Schools provides computers for student and faculty use. The use of the computers, network and access to the Internet is a privilege and should be respected and used wisely. The guidelines below provide appropriate and ethical use policies.

1. Keep your login and password private; use by anyone other than yourself creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the Technology Coordinator.
2. Always log out of the network when you leave your station or your laptop so that your files, your password, and your network access is protected from abuse by others.
3. Eating or drinking near computers is strictly forbidden. Laptop computers cannot be brought to the commons during lunch time.
4. Academic use always takes priority over personal use of computers.
5. Do not send a file to the printer a second time if a document does not print. Ask for assistance if you have trouble printing.
6. Messages, statements, declarations or data bases used on PHS computers must meet the standards with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery.
7. Student access to networked information resources will be regulated according to Board policy (#606.06)
8. Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.
9. Games (unless specifically assigned) and other entertainment programs are not allowed.
10. A written parental permission and agreement form is required in order for a student to be issued a laptop computer. The forms are kept on file.
11. Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students who intentionally access or attempt to access these sights are subject to disciplinary measures and may have their computer taken away.
12. Desktop computers in our computer labs are shared by all students and faculty. Do not change the settings without permission.

13. Participation in social chat rooms is prohibited.
14. All students are issued a student e-mail account. Inappropriate content being sent or received subjects the account user to disciplinary actions.
15. All students are issued a Power School account. Students are encouraged to use their Power School login to check their grades, conduct, and attendance information.
16. Students may print assignments or class work if required by a teacher. Personal printing is available with permission for a small per page fee.
17. Individuals will reimburse the school for repair or replacement of property lost, stolen, damaged or vandalized while under their care. Laptop Computer Insurance through the school district is available for purchase.
18. Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken including possible loss of computing privileges, detention time, suspension and/or expulsion.
19. Students must have their laptops with them, locked in their school lockers, or in a designated area. Laptops must not be left unattended. Faculty will pick up and give unattended laptops to the Principal's office.
20. All laptops must be carried in the provided bag at all times when not in use to avoid accidental damage. Laptop bags should not be thrown or tossed around.
21. Students are not to deface their laptops or carrying bags in any way, e.g., with stickers, tape, white-out, marking pens, etc. If there are any questions, check with an administrator.
22. The School's internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented. Students may not access web sites, newsgroups, or "chat" areas that contain material which is obscene or promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a PHS staff member.
23. Use of the computer (including "e-mailing") for anything other than a teacher directed or approved activity is prohibited during the school day.
24. Unless specifically assigned by a teacher, computer games are prohibited in classes, hallways, etc. during the regular school day.
25. Computers may not be used to make sound recordings or digital images without the consent of all those being recorded.
26. Because of copyright laws, installation of peer to peer file sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. If a student has any questions about what constitutes a copyright violation, he/she should contact a PHS staff member.
27. A student may not download additional software.
28. Students are not allowed to listen to music during the school day unless given permission by their classroom teacher.
29. Files stored within the school computer systems should be limited to those relating to formal school courses and activities. Games, commercial software, or graphic files can not be stored on school servers.
30. Students may access only those files that belong to them.
31. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action. The student's airport shall always remain open.
32. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
33. Sound on laptop computers must be turned off at all times, except when begin used as a part of the class.
34. The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures.
35. Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.
36. Students are responsible to have their computer and adapter at school each day fully charged.

37. Cleaning the computer is to be done with a soft cloth. Do not spray anything directly on the computer.
38. When storing computers in their cars, school lockers, or phys. ed./athletic lockers, students should ensure these are locked at all times. If a computer is stolen from a locker, and no lock was used to secure the computer in the locker, the student is responsible for replacing the cost of the computer at 100%.
39. Students should comply with trademark and copyright laws and all license agreements. If a student is unsure, read the copyright information at the school website or ask a teacher.
40. Students shall not damage anyone's laptop computer.
41. Students shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
42. Students shall not use or try to discover another student's password or another student's e-mail password or other files.
43. Students shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
44. Students shall not allow other persons to use their name, log-In, password, or files for any reason unless specifically directed by a teacher.
45. Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
46. All damaged computers will be repaired by Pierce Public Schools. The responsibility for the cost of repairs falls to the student and/or family.
47. Students shall not store items other than pens and pencils in the side pocket of the computer bag. Overloaded side pockets may lead to a cracked or damaged computer screen.

## CONSEQUENCES FOR INAPPROPRIATE/IRRESPONSIBLE LAPTOP COMPUTER USE

The following offenses will result in written detentions:

- a. Unattended laptop computers.
- b. Failure to bring your laptop computer to school.
- c. Playing games on your laptop computer.
- d. Unauthorized music during the school day.

\*\*\*3 written detentions in any 9 week term results in a 1 day in-school suspension.

5 written detentions in any 9 week term results in a 1 day out of school suspension.

The following offenses will result in written detention, suspension of computer privileges, suspension from school, and/or expulsion from school:

- a. Inappropriate music.
- b. Inappropriate e-mail.
- c. Abuse of laptop computer.
- d. Unneeded or inappropriate printing.
- e. Inappropriate desktop pictures.
- f. Use of the computer to harass, threaten, or bully anyone.
- g. Any violation of the student code of conduct or computer use rules and regulations as detailed within this handbook.

## DATING VIOLENCE

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

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

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

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. If requested, parents/guardians shall be provided a copy of the dating violence policy.

# DISCIPLINE REGULATIONS

## STUDENT DISCIPLINE ACT

The Student Discipline Act (LB 1250) was passed by the Nebraska Legislature in 1995. This bill provides the conditions under which students may be excluded from public schools. Its purpose is to assure the protection of school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. An outline of LB 1250 will be available to parents upon request. This clarification is provided by the Pierce Public Schools in an attempt to inform parents, guardians and students about the law. The statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents or guardians at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.

The statute provides for five types of exclusions:

(1) Short Term: Up to, and including five (5) school days. During the short-term suspension, the student may not attend school or take part in any school functions.

(2) Emergency Exclusion: Immediate exclusion if the student has a dangerous disease, or her/his conduct presents a threat to the physical safety of the school community, or is very disruptive. During the period of exclusion, a student may not attend school or take part in any school functions.

(3) Long Term: Suspension from school and school functions for six (6) to nineteen (19) school days.

(4) Expulsion: Suspension from school and school functions for the remainder of the semester, or up to one year. If the misconduct resulting in an expulsion occurred within the last ten days of the first semester, the expulsion will remain in effect through the second semester. If the misconduct occurred within the last ten days of the second semester, the expulsion will remain in effect for summer school and for the first semester of the following school year. Expulsion may be for two semesters in instances involving the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer or a student or the knowing and intentional possession, use of, or transmission of a firearm or other dangerous weapon. Federal law requires that a student be expelled for a calendar year for bringing a firearm onto school property or to a school event.

\*\*Before a long term suspension or expulsion takes effect, the student or student's parent(s) may request a hearing. However, the principal has the authority to require that the student remain out of school until the hearing officer makes a recommendation to the Superintendent of Schools if, in the principal's judgment, it would "reduce the risk of (a) interference with an educational function for school purpose or (b) a personal injury to the student himself or herself, other students, school employees or school volunteers." If a hearing is not requested within five (5) school days after

receipt of notice, the long-term suspension or expulsion will go into effect at the close of the fifth school day following receipt of notice. To request a hearing, you must complete and deliver or mail a written request to the Superintendent of Schools. The school office must receive the request for a hearing on or before the fifth school day following your receipt of notice in order to prevent the long-term suspension or expulsion from taking effect at the end of the fifth day.

(5) Mandatory Reassignment: Involuntary transfer to another school within the system in connection with any disciplinary action.

The statute provides the conditions and applicable procedures for each type of exclusion:

1. Short Term Exclusion. Up to, and including five (5) days:

- a. Principal must make an investigation.
- b. Principal may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
- c. Student must be given oral or written notice of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
- d. Within 24 hours (or such time as is necessary) following suspension, the principal shall:
  - (1) Send a written statement to student, student's parents or guardian of rule describing the student's conduct or violation
  - (2) Give reason for the action taken.
  - (3) Make a reasonable effort to confer with parents before, or at time student returns to school.

2. Emergency Exclusion:

- a. Exclusion may not last longer than necessary to avoid the threats of the emergency.
- b. If longer than five (5) days, there must be substantial compliance with the procedures provided for long term exclusion. A hearing may be requested.

3. Long Term Exclusion, Expulsion and Mandatory Reassignment:

- a. The following behavior constitutes grounds for these types of exclusions:
  - (1) Use of violence, force, coercion, threat, substantial interference with school purposes.
  - (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value.
  - (3) Causing or attempting to cause physical injury to any student, school employee, or school volunteer.
  - (4) Extortion-Threat to obtain money or anything of value.
  - (5) Knowingly possessing or handling a weapon.
  - (6) Possession of controlled substance, imitation controlled substance, or alcoholic beverage, or being under the influence of a controlled substance or alcoholic liquor.
  - (7) Public indecency- Includes sexual acts, exposure of private body parts, and fondling or caressing the body of another person of the same or opposite sex.

- (8) Sexually assaulting or attempting to sexually assault any person, including sexual assaults which occur off school grounds not at an educational function or event.
  - (9) Engaging in any activity forbidden by law which interferes with school purposes.
  - (10) Repeated violation of rules and regulations.
  - (11) Engaging in any form of bullying. Bullying is defined as any ongoing pattern of physical, verbal, or electronic school grounds, in a vehicle owned, leased, the school being used for a school employee or his or her activities or school-sponsored athletic events.
- abuse on  
or contracted by  
purpose by a school  
designee, or at school-sponsored  
sponsored athletic events.

\*\*\*The local police department or county sheriff's department may be contacted as a result of any of the previously listed behaviors.

\*\*\* Behavioral acts as listed in LB 1250 shall result in suspension or expulsion. Length of suspension shall be determined by school administration (1-20 days). The length of expulsion shall be determined according to LB 1250.

## OTHER ACTS LEADING TO SUSPENSION AND/OR EXPULSION

After an investigation by the school administration, students may be suspended for any of the following acts:

1. Possession or use of any tobacco products or imitation tobacco products on school property or at school activities.
2. Repeat unexcused absences.
3. Violation of school driving regulations, obscene behavior or language, defiance of authority, vandalism, stealing school property, disrespectful behavior, verbal threats, and other acts of misbehavior that are detrimental to the normal functions of the educational program and activities.
4. Detention frequency. Three (3) detentions in a term will be treated as a first offense for one day in-school suspension as listed below. An additional two (2) detentions (5 total) will be treated as a second offense resulting in an out of school suspension. After that, any additional detentions will result in expulsion or long term suspension.

Violation (unless severe) of any of these rules shall result in the following consequence:

- 1st Offense - One day in-school suspension and parental/guardian conference or notification.
- 2nd Offense - Short term suspension (1-5 days) and parental/guardian conference.
- 3rd Offense - Expulsion or long term suspension, following LB 1250.

Violations are cumulative on a term basis. Breaking any of the above rules is a first offense and shall result in one (1) day suspension. The second time any rule is broken is a second offense, whether it is the same rule or any other rule, and the student shall receive a three (3) day suspension. A third violation will result in long term suspension or expulsion.

\*\*\* If the administration concludes the misbehavior to be severe, the type and length of suspension will be determined by the school administration according to LB 1250. It is the legal responsibility of the administration to report criminal offenses to the proper authorities.

## EXPELLED FROM AN INDIVIDUAL CLASS

If a student's behavior is disrupting the instructional learning process, the teacher will send the student to the principal. The following action will be taken:

1. The principal will confer with the teacher and student. The student will be suspended from this class until a behavior agreement is settled with the instructor. The instructor will contact the student's parent or guardian.
2. If the student is sent to the office for misbehavior a second time in an individual class, they will receive a one day in-school suspension. A conference with the parent/guardian and teacher will be arranged to develop a behavior modification plan. The student will be suspended from this class until a conference is arranged.
3. If the student is guilty of continued disturbance, the student will be expelled from the class and a grade of "F" will be given. A student and/or parent will have the option to appeal to the superintendent and request a hearing as described in LB 1250.

## DEFINITION OF SUSPENSIONS

1. In-school Suspension - The student is not allowed to attend regular classes. The entire day (7:50-3:20) is spent in the principal's office doing homework and assignments. Students who do not complete their homework during the in-school suspension day will stay after school until all of the homework is complete. The student does receive credit for his or her daily work. Computers may be used only for classwork. Personal music is not allowed.
2. Out-of-school Suspension - The student is not allowed in school or on school property. The student may not attend any school activities. The student also receives zeroes for all daily work assignments, but is allowed to make up tests and major assignments/projects. A maximum score of 65% can be earned on tests given while the student is on suspension. A hearing may be requested for any suspension longer than five days.
3. Expulsion - The student is not allowed to attend school for the remainder of the current semester and receives no credit for the term. If the expulsion occurs within the last ten days of the current semester, the expulsion will extend through the following semester. Some violations require that a student be expelled for an entire year. Students may request a hearing. Pierce Public Schools will comply with State and Federal Law concerning expulsion situations.

## DETENTION PERIOD

Detention period is a time when a student is required to remain after school because of an infraction of school rules, or conduct which is unacceptable and hinders the educational process. All detentions will be served within one day from the time that the detention was given. Students who ride the bus will have to make their own arrangements for transportation after the detention. Students who work will have to make arrangements with their employer. Detentions will be served after school at the convenience of the instructor. The detention

period will be from 3:25 P.M. until 3:50 P.M. or longer if dictated by the teacher or principal. Students will bring study materials to work on during a detention. Basically, nothing will excuse the student from serving the detention time. Special permission from the principal's office, in some cases due to a family emergency, may excuse a student. Any student who does not show up for the assigned detention time has shown direct insubordination and will be considered "unexcused." If the student fails to show up for a written detention, he/she will be assigned two hours of Saturday School. If a student skips an unwritten detention, it becomes a written detention and the time will double.

## SATURDAY SCHOOL/FRIDAY AFTER SCHOOL

Saturday School or Friday After School will be assigned for dress code violations, some unexcused absences, missed detentions, and excessive tardies. School work will be performed during this time. If a student misses Saturday School or Friday After School, the time will double. If a student misses a second time, they will be suspended from school. If a student accumulates 7 hours of Saturday School in one term, an in-school suspension will be assigned. A second offense will result in out-of-school suspension.

## DISCIPLINE FORM

A discipline form will be sent home whenever a reported behavior or responsibility problem occurs. It is the student's responsibility to bring the behavior report to their parents, have them sign the form, and then return the form within two school days. 30 minutes of Saturday School may be assigned for every day the form is not returned within the two day period. Any forgery of parents' signatures will result in suspension. Parents should call about any concerns.

## SEXUAL HARASSMENT

Sexual harassment is a violation of Pierce Public School Policy (4300.2). Sexual harassment is also a violation of federal and state law.

**DEFINITION:** Sexual harassment is behavior expressed in words, pictures, or actions that is offensive to a person (male or female). It is defined by the receiver, not the person that behaves offensively. Sexual harassment must involve issues of sexuality. Sexual harassment is unwanted or unwelcomed activity of a sexual nature which interferes with or disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, or verbal comments of a sexual nature; sexual name-calling; pressure to engage in sexual activity; propositions, written messages, cartoons, notes, or graffiti of a sexual nature; or unwanted body contact to private areas. Touching someone or threatening to touch someone in a sexual way may be considered criminal assault as well as sexual harassment.

**REPORTING:** Harassment does not go away if ignored. Usually it will get worse before it stops. Tell your harasser to stop, and report the incident to your counselor or principal. Complaint forms are on file in the principal's office. The form will explain the proper procedure for you and your parents to follow. Remember to document the unwanted behavior when it occurs. Do not be afraid to file a complaint. Retaliation against someone who complains is a violation of state and federal law.

The intent of our school district is to provide a safe learning environment for all our students. The disciplinary action for sexual harassment shall be suspension or expulsion. The length of such will be determined by the administration.

## BUILDING SECURITY

All visitors must report to the principal's office to check in and obtain a visitor's badge. All doors to the building will remain locked. All PE and athletic lockers shall be locked. Anything left out in the locker rooms will be confiscated, and detention time will be assigned when the student comes to claim their items. Coats, jackets, and book bags must be kept in the student's locker.

If a student hears any type of threatening statement that would endanger the safety of anyone in the building, they should report this to an adult immediately.

## ACADEMIC DISHONESTY

The staff at Pierce Jr.-Sr. High School believes in the academic, social, and ethical well-being of all our students. The following policy was adapted in an effort to teach and encourage appropriate academic behaviors here at Pierce Jr.-Sr. High School.

A. Cheating: An act or attempted act by which a student deceives, acts dishonestly, or misrepresents his/her work on an academic exercise or assists another student to misrepresent his/her work. Cheating includes but is not limited to the following examples:

1. Copying from others during an examination.
2. Collaborating on a test, quiz, homework assignment, or project with others without permission from the instructor.
3. Programming of notes, formulas, or other aids into a programmable calculator or electronic device and then using it on an exam without the instructor's permission.
4. Using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain information during an exam.
5. Copying computer files from another person and representing the work as your own.
6. Allowing others to do research or writing of an assignment such as using the services of a commercial term paper company or using the services of another person (family member, tutor, etc.) inappropriately.
7. Submitting substantial portions of the same academic work for credit in more than one course with a second teacher.

B. Fabrication: The use of invented information or the falsification of research or other findings. Fabrication includes but is not limited to the following examples:

1. Citation of information not taken from the source indicated. This may include incorrect documentation of source materials.
2. Listing sources in a bibliography not used in the academic exercise.
3. Submission in a paper or other academic exercise of false or fictitious data.
4. Submitting as your own any academic exercises prepared totally or in part by another.

C. Plagiarism: The inclusion of another's words, ideas, or data as one's own work. This includes both unpublished and published sources. Plagiarism includes but is not limited to the following:

1. Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment.

the 2. Utilizing another person's ideas, opinions, or theory without acknowledgement of source.

#### Range of Consequences for Academic Dishonesty

1. A grade reduction on the assignment in question.
2. A grade of zero (0) for the assignment, quiz, or exam.
3. Detention or Saturday School time.
4. Possible suspension for repeated or continued violations.

## CIRCULATION OF PETITIONS

\*Students and school employees shall be permitted to circulate petitions on school grounds subject to the limitations set forth herein.

1. Time – Circulating petitions shall be limited to before school starts, during the lunch hour, and after school is dismissed.
2. Place – Petitions shall not be circulated in any classroom, in the library, or in any room where a class or extracurricular activity is going on. The place of circulation distribution shall not interfere with the normal flow of traffic within the school buildings, entrance ways, and corridors.
3. Manner – The manner of circulation distribution shall be such that:
  - a. Coercion is not used to induce students or others to sign petitions.
  - b. A copy of the petition to be circulated shall be submitted to the principal at least 24 hours prior to such circulation. The principal may limit the number of persons who are permitted to circulate the petitions, may specify a particular time when the petitions may be circulated, and may specify a particular area of the school buildings or school grounds where the petitions are to be circulated.
4. Review of Petition Materials – Written petitions shall be reviewed on the basis of legitimate educational concerns as heretofore set forth in this policy.
5. The administration shall temporarily confiscate materials which are distributed in violation of this policy or petitions which are circulated in violation of this policy pending a determination as to the final disposition of such materials. Students and staff shall be subject to appropriate disciplinary action for distributing materials or circulating a petition in violation of this policy.

# ATTENDANCE REGULATIONS

## PHILOSOPHY ON ATTENDANCE

Students are expected to attend classes and to be on time in order to gain maximum benefit from the instructional program, develop habits of punctuality, self-discipline and responsibility.

Irregularity in attendance among students is the most frequent cause of failure. Usually poor school attendance is only a symptom, and the real problem of not wanting to attend school is an attitude that parents should be concerned with, and consult with school officials. Students learn from books, teachers, and other students. When a student is absent, they miss learning from their teachers and other students. Continuity in the learning process is seriously disrupted by excessive absences. Students do not learn as well by doing make-up work. In most instances, students who have good attendance records generally achieve higher grades, enjoy school more, and are more employable after high school. Attendance records are part of the student's permanent file. Absences are accumulated for each individual period. Our limitation is six absences per semester in any individual period.

## MANDATORY AGES OF ATTENDANCE

The mandatory ages of attendance for truancy purposes are age 6 to age 18. Attendance is not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

## TYPES OF ABSENCES

1. Excused: Illness, family bereavement, doctor or dentist appointment, family emergencies, family vacations, justified church activities, court appearances, etc. The above are some examples of excused activities. A student is limited to six absences per semester. School administrators will determine if excused absences are legitimate.

2. Unexcused Absences: Truancy, oversleeping in the morning, leaving school without checking out, skipping class, improper written excuse (parent or doctor) or lack of proper excuse for an absence are examples of unexcused absences. Saturday School time and/or in-school suspension time will result in the case of an unexcused absence. If a student's absence is unexcused the student will be required to make up the missed class work. The maximum grade a student can earn for any class work missed during the absence is a 65%. This includes tests, quizzes, and any class/homework. Graduation credits may also be deducted for this type of absence.

3. Special Absences: Participation in any Pierce High School sponsored activity is constituted as a prearranged absence and not counted on the absence record.

## ATTENDANCE REGULATIONS

1. In case of illness or family emergency, the parent may call the principal's office prior to 9:30 A.M. on the first day of the student's absence. If possible, the principal will call to check on those absent who have not called in. This is a safety precaution, especially for those students who drive.

2. Any excused absences, other than sickness or an emergency, must be prearranged at least two (2) days in advance.

3. All students going to a Pierce High School endorsed activity will be issued a school form (yellow sheet) from the activity sponsor. All assignments must be completed and teacher signatures gathered before leaving on the activity. These forms should be turned into the sponsor or coach prior to the activity.

4. If a student is absent from school or leaves school during the day because of illness, the student may not attend school activities that day or night. If a student is absent from school due to illness during the day and then goes to work that night, the absence will be unexcused and a one day in-school suspension will result.

5. A student leaving the school building must check out in the principal's office. He/She must have written permission from their parent or guardian prior to leaving. If not, the student must telephone their parent to get verbal permission to leave the building. If a student runs an errand for a teacher, they must have a pass and check out also. If the student does not check out properly, the absence is unexcused.

6. A student who becomes ill while at school and needs to leave will report to the principal's office. The student will be encouraged to first see the school nurse, if available. Before the student is allowed to leave the school building, the student will contact the parent or guardian at home or at work and obtain permission to leave school. School officials will not determine if a child is ill enough to go home. Parents or guardians will make this decision. The student will remain at school until the parent or guardian has been contacted. At times, students feel they are ill and go to the nurse's station to lie down. These students are counted absent if they do not attend class.

7. Upon return to school after being absent, the student must bring a written parental/guardian note stating the reason for the absence. The principal will then determine whether the absence is excused or unexcused. Parental/guardian notes are accepted for six absences per semester only. Notes from a physician, dentist, judge, etc. must be furnished for any absence above the limit of six. Absences excused by a physician, dentist, judge, etc. will not be counted against the limit. If the student returns to school without the proper written excuse (parent, doctor, etc.), the absence will be recorded as unexcused until the proper excuse is provided. If the proper excuse is not presented within 2 school days of the absence, detention time will be assigned. Any forgery of excuse forms will result in suspension.

8. Upon return from an absence, the student must attend Encore until his/her work is completed.

9. Unexcused Absences: As previously defined, this type of absence falls in the category of acts leading to suspension or expulsion. The first unexcused absence in any one term will be made up during Saturday School. Accumulating 7 hours of Saturday School results in a one day in-school suspension. Therefore, if a student misses the entire school day, in-school suspension will occur. Any unexcused absences thereafter shall result in suspension and credit reduction. Students are required to make up missed class work. This includes tests, quizzes, and any class/homework. The maximum grade a student can earn on this work is a 65%.

## LIMITATION OF ABSENCES

Absences are reviewed by office personnel on a weekly basis. In most cases, parents will be notified according to the following procedures: When a student accumulates six absences in an individual class, the parents and student will be notified by the school office of their attendance record. This is the allowable limit unless the student is excused by a physician, dentist, counselor, judge, etc.

Graduation credits will be deducted when the attendance requirements are not met by high school students (grades 9-12). Six (6) absences per individual class per semester are allowable if excused by the parent and approved by the principal. The seventh (7th) absence in any individual class will result in credit reduction. Credits may also be deducted for unexcused absences.

The attendance committee will review attendance records at the end of each term. Any appeal of their decision may be directed to the Superintendent of Schools. Credits will be received proportionately by the following scale:

<u>Absences</u>	<u>Credits Received</u>
0-6 . . . . .	Full Credit (10)
7-8 . . . . .	8 credits
9-10 . . . . .	6 credits
11-12 . . . . .	4 credits
13 or more . . . . .	0 credits

Junior high students (grades 7-8), who do not meet the attendance requirements, will be required to attend Summer School or will be retained at their present grade level. Two days of summer school will result for every 1 (even partial) absence over the limit of six. A student who receives a "D" in a class and is over the limit of 6 absences will be required to attend summer school for three days for every 1 (even partial) absence over the limit of six.

## EXCESSIVE ABSENTEEISM

Students who accumulate five (5) unexcused absences in a 9 week term shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis. When a student has excessive absences, the following procedures shall be implemented:

- A. One or more meetings shall be held between the school principal or member of the administrative staff, the parents/guardians of the student, and the student. The purpose of the meeting will be to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in the meeting, the principal will place in the student's attendance records documentation of such refusal.
- B. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- C. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- D. Investigation of the problem of excessive absenteeism by the school principal or member of the administrative staff 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 problem of excessive absenteeism.

## REPORTING EXCESSIVE ABSENTEEISM TO THE COUNTY ATTORNEY

If a student is absent more than twenty days per year or the hourly equivalent, the principal will file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

## LIMITATION OF TARDIES

Tardies: A tardy is assigned when a student is late for any class period during the day. A student will be allowed two tardies per 9 week term. A third tardy will result in an assigned detention. For every tardy thereafter, one hour of Saturday School/Friday After School will be assigned. 10 tardies in one term will result in an in-school suspension. Any tardy after 10 will result in a 30 minute detention. If a student receives 15 tardies in a term, he/she will be suspended out of school.

A student's tardy will only be excused by a written note from another teacher, the counselor, lunch supervisor, the principal or the office secretary. If the student misses more than the first fifteen (15) minutes of a class period, they will be counted absent unless they are excused in the same manner. If a student leaves before the end of the period, they will be counted absent.

## MAKE-UP REPORT – ADMIT SLIP

Upon returning to school after being absent, a student will report to the office and present an explanation of the absence in writing by the parent or guardian. A student will then be given an "Admit to Class" slip, and must present this admit slip to the teachers of the classes that he missed before being allowed back to class. The instructor will write the missed assignment on the make-up slip. It is the responsibility of each classroom teacher to make sure that the make-up work is completed. The student will have one day to make up the work for each day of absence. Example: If a student is absent for 3 days, their make-up work will be due on the fourth day back in school. If the student knows about an assignment in advance, the work should be completed by the original due date. Example: On Monday the teacher assigns a test for Friday. If a student then misses school during the week, they are still required to test on Friday.

## CLOSED CAMPUS

We operate a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not started, until dismissal or until they are picked up by the bus. Any student leaving the school grounds must check out through the office.

## CLOSED NOON HOUR

The junior-senior high school will have a closed noon hour. That is, students are not permitted to leave the school grounds during the noon hour except by special permission granted by the office, the principal or superintendent. The student must also have permission from his/her parent or guardian.

## END OF YEAR CELEBRATION

The end of the year celebration is a way to reward our students for another successfully completed school year. Special recognition will be given to those students who have earned honors/awards throughout the school year. To qualify for the year-end celebration, a student must simply be on good behavioral standing.

# ACTIVITIES

## STUDENT COUNCIL

The student council will be the governing body for the students in our school. This is an opportunity for students to become involved in educational issues and school government. The student council will provide input to help improve our educational system. These students will be asked to serve on educational committees during our school improvement process. The group will sponsor a number of activities during the year to promote a positive learning atmosphere for their fellow students. They will help formulate regulations and govern their peers. Selection is as follows: Students volunteer to be candidates for student council by signing up in the principal's office during the first week of school. Their classmates vote on the candidates during class meetings at the beginning of the year.

## NATIONAL HONOR SOCIETY RATING PROCEDURES

1. Membership in the Pierce chapter of the NHS is an honor bestowed upon a worthy student by the faculty of Pierce High School.
2. To be eligible for membership a student must be a member of the sophomore, junior or senior class. The student must also have been in attendance at Pierce High School for one term prior to selection.
3. The student must have a cumulative scholastic average of at least 3.0.
4. Those students who have attained the 3.0 scholastic requirement are then evaluated on the basis of service, leadership and character by a faculty council consisting of five faculty members appointed annually by the principal. The council is provided the following information concerning the eligible students:
  - a. Cumulative grade point average
  - b. Completed questionnaires concerning leadership and service qualities – provided by the eligible students
  - c. leadership, character, and service averages – provided by faculty (Each faculty member has the opportunity to rate each eligible student in leadership, character, and service on a scale of 4 (high) to 1 (low) similar to a grade. Averages are calculated by the National Honor Society sponsor.)
5. Final selection of members shall be by majority vote of the faculty council.
6. There is no quota system concerning membership
7. An NHS member who transfers to Pierce High from another school system automatically becomes a member of the Pierce chapter by bringing a letter from the former principal or chapter advisor showing membership.
8. Membership selection occurs at or near the end of the first term with the formal induction ceremony to following.

## CRITERIA FOR MEMBERSHIP IN NATIONAL HONOR SOCIETY

1. Scholarship – The scholarship requirement set by the National Council is based on a student's cumulative grade point average. This refers to the total academic performance as demonstrated by the grades earned by the student while in attendance at the school where the chapter is found. The minimum grade point average is 3.0 on a 4.0 scale or the equivalent. All students who have a cumulative grade point average of 3.0 meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.
2. Leadership – The leadership criterion is considered highly important in selection. Leadership roles in both the school and community may be considered, provided they can be verified.
3. Service – Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.
4. Character – Character is probably the most difficult criterion to define. The council should consider the positive as well as the negative aspects of character, all judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

## NATIONAL HONOR SOCIETY WARNING AND DISMISSAL PROCEDURES

National Honor Society members are liable for dismissal from membership if they do not maintain the standards of scholarship, leadership, service, and character used as the basis of their selection. A student who resigns or is dismissed may never again become a member.

Dismissal shall be used sparingly. Other disciplinary measures will be used for minor offenses, with the goal being reeducation of the student to more appropriate behavior.

National Honor Society members are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws a warning is not necessary.

The chapter advisor shall periodically (such as at the end of each term) review the standing of members for compliance with National Honor Society standards of scholarship (cumulative GPA of 3.00), and the other membership criteria. The advisor should inform any errant member in writing of the nature of the violation, the time period for improvement and the possible consequence for non-improvement. For example, in the case of scholarship, members shall be given one term to improve the GPA to 3.00 or face dismissal. Following the warning letter, the student, the National Honor Society advisor, and the school guidance counselor shall have a conference to create a compliance plan.

In the case of a flagrant violation of school rules or civil laws a member does not necessarily have to be warned. The chapter advisor shall ask the faculty council to investigate thoroughly. If the faculty council determines the facts warrant consideration of dismissal, the member and his or her parent or guardian shall be notified in writing of the violation and possibility of dismissal. The member shall then appear before the faculty council and explain

the situation. The faculty council shall make a decision concerning the dismissal or other disciplinary measure following this meeting.

If a member is dismissed, written notice shall be sent to the member, his or her parents or guardians, and the school principal. The member must surrender the National Honor Society emblem and membership card to the chapter advisor.

The dismissed member may appeal to the administration within seven days following the decision of the faculty council to the administration.

The National Council of the National Honor Society and its sponsoring organization, the National Association of Secondary School Principals, will not hear appeals in dismissal cases.

## ACTIVITY TICKETS

All students are urged to purchase an activity ticket. It is one of the greatest bargains in school. The cost is \$25.00 for each individual student (K-12). The activity ticket will admit you to all home athletic activities, but not state sponsored activities or conference tournaments.

## ACTIVITY CALENDAR

Any organization planning an activity involving the school must have the activity approved by the school administration. All meetings, etc. shall be placed on the school calendar in the principal's office by noon on Friday of the preceding week. The majority of these activities will be scheduled during encore and access time. Pep rallies must be scheduled at least one week in advance.

## TRANSPORTATION TO ALL SCHOOL ACTIVITIES

The district will provide or approve the means of transportation to all school activities. All participants will ride to and from the activity in the school sponsored vehicle unless prior arrangements have been made with the activity director. Students may not be transported by any other means without prior approval of the activity director. Parents who wish to have their own child return with them from an event shall present (in person) the activity director or event sponsor with a written request. Any violation of this rule will result in activity suspension.

Any student who wishes to ride the activity/pep bus must sign up in the principal's office prior to the activity and deposit \$1.00. This will be refunded to the student when they board the bus. If a student rides the pep bus to the activity, then they shall also ride the bus home. If behavior problems or violation of the above rule occur, the student will lose their privilege to ride the pep bus for the remainder of the school year.

## ONE WAY DOOR FOR ACTIVITIES

The one way door rule applies to all activities involving Pierce Public Schools. If a student leaves the activity, they will not be allowed to return. Example: A student goes outside during a dance or volleyball game, then they are not allowed back into the activity. Special permission to leave and return may be given by the sponsor, activity director, or principal.

## ACTIVITY PARTICIPATION REGULATIONS

The Board of Education of Pierce Public Schools recognizes the value of extra-curricular activities in the overall scope of a student's education. Our school offers a variety of activities for our students to participate in. The participation in extra-curricular activities is voluntary and is considered a privilege granted by our school district. Our students can learn social skills, develop self-confidence and self-discipline and learn to appreciate the value of hard work through these activities.

Our students and patrons take a great deal of pride in these activities and the efforts put forth by the participants. They expect our participants to be first class citizens and represent our community well. In order to participate in extra-curricular activities offered by our school, the involved students will be subject to, and expected to comply with certain rules and guidelines as developed by the State of Nebraska, and/or the local school district. Every student in our school will be governed by the activity regulations, even those students who participate only as spectators. The following regulations will serve as the guidelines for all extra-curricular activities at Pierce Jr-Sr High School. The application of these rules and guidelines are year round which means they apply to both the school year and summer. Should an activity restriction not be concluded by the last day of school, it will be carried over to the beginning of the following school year. **Any activity violations that occur during the summer shall constitute as a first offense for the upcoming school year.** The restriction period for these offenses shall begin the first day of fall sports practice.

The number of participants in extra-curricular activities may be limited. The limitation may be a mandate of the Nebraska School Activities Association or may be imposed by the school administration and/or coach/sponsor of the activity. Whenever it is deemed necessary to limit the number of participants in an extra-curricular activity there will be opportunities afforded to all eligible, interested students to try out for a part or position. Final selections will be made to fill all parts or positions based on the abilities demonstrated during the try-out period as judged or evaluated by the coach/sponsor of the activity.

## **I. Student Participation Regulations**

A. In order to participate in or attend any school activity (music concert, athletic event, plays, practices, meetings, etc.), the student must be in attendance by the beginning of the second period of the day. This rule also applies to school days with an early dismissal.

B. If an activity occurs on a weekend, the student must be in attendance on the Friday before the event. If the student did not attend school on Friday, special permission to allow the student to participate is needed from the activity director or principal.

C. Any student who leaves school during the day because of illness is automatically ineligible to participate in any school activity (including practice) that day or evening.

D. Students will not be excused to attend or participate in school activities during the school day unless: 1) They are supervised and transported by school personnel. 2) They are supervised and transported by a parent, and a written excuse by their parent is presented to the activity director or principal in advance of the activity.

E. Any exceptions to the above guidelines will need previous approval from the principal. Example: prearranged absence for college visitation day.

\*\*\* Any violation of the above regulations (A-E) will result in a one week activity suspension.

\*\*\*\* Any student attempting to sneak into a contest without paying or helping others to sneak in will be suspended from activities for one week. Also, students are expected to act appropriately while in attendance at an activity. Inappropriate behavior at an activity may result in activity suspension for a week or other disciplinary measures.

## II. Behavioral Conduct and Restrictions

A. The following actions and/or conduct are deemed inappropriate for any student who wishes to represent Pierce Schools:

1. Possession and/or consumption of alcoholic beverage or knowingly in the presence of alcoholic beverages.
2. Possession and/or consumption of a controlled substance or knowingly in the presence of a controlled substance.
3. Possession and/or use of tobacco in any form
4. Stealing or damaging the property of our school or other schools while representative of Pierce High School during activities.
5. Refusing to abide by a coach's or sponsor's request concerning actions, appearance, and/or general conduct as a representative of Pierce Schools.
6. Engaging in any activity which is classified as a Class III Misdemeanor in adult court (Subdivision 1 in juvenile court) or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.

\*\*Students charged with any act which is classified as a felony in adult court (subdivision 2 in juvenile court) by the State of Nebraska will be restricted from activities until the individual case has reached finality within the legal system.

\*\*Committing any act which is classified as a felony or subdivision 2 by the State of Nebraska may be considered minimally as a second offense and possibly as a third offense under the "offense" section (SECTION B) of this policy.

B. If a thorough investigation by the administration (principal, assistant principal, and/or activity director) establishes that a student is in violation of any of the items in Part II-A as stated above, the following disciplinary action shall be initiated:

1. First offense - The student shall be restricted from all activities for a 3 week period, complete 4 hours of community service, and be subject to intervention by the SCIP program. In addition, the student will not participate in his/her next scheduled competition/activity even if the competition/activity takes place after the end of the 3 week period. The 4 hours of community service must be completed within the 3 week restriction period unless an extension is granted by the principal or assistant principal/activities director. If the community service hours are not completed within the 3 week time period, the student will be restricted from all activities for the remainder of the school year. If a student attends an activity in which he/she is not a member of one of the competing teams during the restriction period, it shall be considered a second offense. For example, if a student-athlete who is a football player attends a volleyball game, it will be treated as a second offense of the activity policy.

2. Second offense - The student shall be restricted from all activities for an 8 week period. Additionally, the student will not participate in his/her next 2 scheduled competitions/activities even if the activities take place after the completion of the 8 week period. The student must also complete an education/counseling program approved by the administration. The cost of such program shall be the responsibility of the student. Should the student choose not to complete the education/counseling program, then they shall be restricted from all activities for the remainder of the school year. Upon completion of the education/counseling program, in which proof of completion has been provided to the school

administration, the remainder of the activity restriction period shall be reduced by half. If an individual fails to complete the education/counseling program before the school year is completed, he/she will need to complete the program before their participation in activities may resume during the next school year.

3. Third offense - The student shall be restricted from all activities for the remainder of the school year or for 20 weeks, whichever is the greatest period of time. If the activity violation occurs during the last 20 weeks of the current school year, the activity restriction will carry over to the next school year.

**C. HONESTY CLAUSE** – Except in cases involving possible felony charges, students involved in an incident which would place them on activity suspension will be allowed one school day to voluntarily admit guilt to a school administrator. In this instance, the student will be expected to initiate the conversation with the school administrator to admit the violation. If a student voluntarily admits guilt within one school day, the consequences will be reduced to the following:

1. First offense - The student will be restricted from all activities for a 2 week period, complete 2 hours of community service, and be subject to intervention by the SCIP program. In addition, the student will not compete in his/her next scheduled competition even if the competition takes place after the end of the 2 week period. The 2 hours of community service must be completed within the 2 week period unless an extension is granted by the principal or assistant principal/activities directory. If the community service is not completed in the 2 week period, the student will be suspended from activities for the remainder of the school year.

2. Second offense - The student will be restricted from all activities for a 6 week period, and complete an education/counseling program approved by the school administration. Additionally, the student will not participate in his/her next 2 scheduled competitions/activities even if the activities take place after the completion of the 6 week period.

3. Third offense - There is no reduction in the consequence for the third offense.

**\*\*STUDENTS WHO INTENTIONALLY QUIT OR ARE DISMISSED FROM A SCHOOL SPONSORED ORGANIZATION WILL HAVE THEIR ACTIVITY SUSPENSION CONTINUE ON TO THEIR NEXT ORGANIZATION.**

D. A student placed under restriction will be allowed to participate in only the following activities for the duration of the restricted period:

1. Attend all regularly scheduled competitive contests as a nonparticipant of the team. A student will not be removed from school to attend any contests or to be transported to any contests. In this case, the student will not be required to attend the contest unless school transportation is available or a parent/guardian agrees to transport the student. The student will be expected to fulfill a managerial role and provide support to his/her fellow teammates.

2. Attend all regular scheduled class periods.

3. Participate in any class trip that is developed and supervised by the classroom teacher, is expected to be attended by all members of the class, is considered part of the learning curriculum for that particular class, and takes place within the confines of one calendar day.

4. Participate in any regularly scheduled practices developed and supervised by the sponsor of the activity that the restricted student was participating in at the time of the restriction or the activity the student will be participating in when the restriction period is over.

5. Attend any convocation or assembly as scheduled by the administration designed for the attendance of all or part of the student body.

6. The restriction period will begin on notification from the activity director and will run in consecutive school weeks. Exceptions to this rule will be during summer and holiday activities.

7. These rules and guidelines are distributed to students and parents as part of the Student-Parent Handbook at the beginning of each school year or at the time of enrollment. They are also posted in conspicuous places throughout the building. **The student and parents must sign and return a form to the school that states they have received and read the handbook which includes the activity participation policy. The student will not be able to participate until this requirement is met.**

### III. Investigative Process

A. The administration will make an investigation. This process will include giving the student involved oral or written notice of the charges or explanation of the evidence against him/her and an opportunity to present his/her version.

B. The administration may restrict or suspend the student from activities after he determines there has been a violation of said established rules.

C. If a student is cited for illegal possession and/or consumption of alcohol or drugs by the legal authorities, the student shall be restricted from activities and Part II-B will be in effect.

D. The student will be notified immediately of the action taken. Parents will be notified.

### IV. Triggers

A. The student may be found in violation of the aforementioned rules by the following:

1. A faculty or staff member sees and encounters the student violating these rules and reports him/her to the administration.
2. Intervention by the law or legal authorities.
3. Admission of guilt.
4. Charged with a felony.

### V. Additional Athletic Guidelines

The athletic programs of Pierce Public Schools are designed to provide the opportunity for those students who desire competitive activities. All students are welcome to try out for any

interscholastic program, provided they meet the requirements established by the Nebraska School Activities Association and the Pierce Board of Education.

#### A. Pierce Jr-Sr High Requirements

1. Attendance at practice is required unless excused by the coach or because of illness.
2. Athletes shall be neat, clean, and well-groomed and will display personal conduct of good sportsmanship in situations where they are representing the school. The athletes shall be courteous toward others and behave like ladies and gentlemen. They shall abide by the coaches' suggestions at all times.
3. Curfew for athletes during the season shall be as follows:
  - a. Home by 10:00 P.M. on nights before games or practice
  - b. Home by 12:30 on nights before non-game or non-practice days
  - c. Curfew hours may be extended by the coach on special occasions
  - d. Unexcused curfew – punishment is subject to the coach's or sponsor's discretion.

#### B. Nebraska School Activities Association Requirements

1. Physical examination - satisfactory medical finding must be met
2. Parental /guardian permission
3. Insurance statement - insurance requirements must be fulfilled
4. Eligibility requirements:
  - a. Student must be an undergraduate.
  - b. Student must be enrolled in at least 20 hours per week and regular in attendance.
  - c. Student must be enrolled in some high school on or before the 11th school day of the current term.
  - d. Student is ineligible if 19 years of age before August 1 of current school year.
  - e. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight terms of school attendance. After a student's initial enrollment in school attendance. grade ten, he/she shall be ineligible after six terms of school attendance.
  - f. Student must have been enrolled in school during the preceding term.
  - g. Student must have received 20 credit hours in core curriculum classes the immediately preceding school year in which he or she

participates. The student must also receive 20 credit hours in any classes the immediately preceding semester.

h. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.

i. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.

j. A student shall not participate on an all-star team while a high school undergraduate.

k. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their residence. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district).

l. A student is ineligible if his/her parents have changed their residence to another school district and the student has remained in former school which is in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

m. A student shall not participate in a contest under an assumed name.

n. A student must maintain his/her amateur status.

## ATHLETE OF THE YEAR SELECTION

The selection of the senior girl and boy Athlete of the Year will be based upon the following criteria:

1. the ability to work with others
2. athletic accomplishments
3. athletic awards won
4. leadership in athletics
5. leadership in the classroom, not GPA alone
6. all around leadership including community relations
7. regularity of attendance at practice sessions
8. dedication to training and preparation for athletic events
9. coachability

The head coaches, assistant coaches, and activity director will meet to select the boy and the girl for Athlete of the Year. Each of these people shall vote on the candidates for both girl and boy athlete of the year.

## SCHOLAR/ATHLETE OF THE YEAR SELECTION

The selection of the senior girl and boy Scholar/Athletes of the Year will be based on a formula using the students' overall grade point averages and the total number of athletic letters earned during their high school careers.

### **ACTIVITY LETTERING REQUIREMENTS**

Criteria and standards for lettering in any of the activities offered at Pierce High School is determined by the sponsor or coach of each activity.

### **BREATHALYZERS**

Breathalyzer tests may be administered at any or all of our Sr. High dances throughout the school year. These dances include Homecoming, Sweetheart, and Prom. The purpose for the tests is to deter any students from using alcohol prior to coming to one of our school sponsored dances. Any student who tests positive for alcohol will be referred to our local police department and will face both activity and out of school suspension. Guests of our students who test positive for alcohol will also be referred to the local police department.

## STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice. The instrument shall remain the property of the Pierce Public Schools.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- \_ Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- \_ Admission fees for onsite district-sponsored extracurricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
- \_ Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- \_ Participation in extracurricular activities;
- \_ Postsecondary education costs; and
- \_ Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;

8. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
9. Procedures for admitting students on waiver to extracurricular activities; and
10. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

Legal Reference: Neb. Constitution, Art VII, Sect. 1  
 Neb. Statute 79-215 (tuition)  
                           79-241 (option student busing)  
                           79-605 (nonresident busing)  
                           79-611 (transportation fees)  
                           79-734 (books, equipment and supplies)  
                           79-2,104 (student files)  
                           79-2,125 to 2,134 (student fees law)  
                           79-1104 (before-and-after-school services)  
                           79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05        Fines for Lost or Damaged Items  
                           506                Student Activities  
                           507.01        Student Records Access  
                           801                Transportation  
                           802.05        Free or Reduced Cost Meals Eligibility  
                           1005.01       Public Complaints

## STUDENT FEE WAIVER PROCEDURES

The board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the deadline for waiver of individual categories of fees or items. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by

students. Only those fees and items eligible for waivers as required by state statute shall be waived.

The following deadlines will apply to requests for waivers:

1. Extracurricular Activity Specialized Equipment or Attire.....Three days after activity begins
2. Extracurricular Activity Admission Fees.....October 1
3. Required Course Project Materials..... One week prior to beginning of class project

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

## PIERCE JR.-SR. HIGH STUDENT FEES

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

ACTIVITY	FEE
Lunch	\$2.05, \$2.80
Breakfast	\$1.55, \$1.85
Milk	\$.40
Game admission fees;	
Varsity activities	\$5/3
JH, Freshman, JV activities	\$2/1
School dances	\$1-3
Junior-Senior prom	TBD
FFA, FCCLA, GLC, BLC	TBD
Dual credit courses	TBD
Cap and gown rental	\$20
Field trips	\$2-4
Grade 9-12 class dues	\$10

## GENERAL CLOTHING REQUIREMENT REGULATIONS

Teachers shall follow the guidelines below when establishing requirements for nonspecialized clothing to be worn for the specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. Color and brand of the clothing should not generally be criteria for appropriateness.

Physical Education:

Junior/Senior High Students: T-shirt, clean athletic shoes, sports socks, gym shorts

Junior/Senior High School Boys: Athletic supporter

Junior/Senior High School Girls: Sports Bra

## REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

### Activity

### Description

Cheerleading

Cheerleading uniform

Swing Choir

Performance uniform

Flag Team

Flag Team uniform

Dance Team

Performance uniform

Golf

Golf clubs, bag, tees, balls

Track, Basketball, Football,

Shoes

X-country, Volleyball, Wrestling