

STUDENT PARENT HANDBOOK



Banner County School
2024-2025

“Preparing All the Students of Today for the World of Tomorrow”



Banner County School

2024-2025 Calendar

Preparing all the Students of Today for the

World of Tomorrow

www.bcswildcats.org



2024						
AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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SEPTEMBER						
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OCTOBER						
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- Teacher In-Service/Work Day
- Vacation Days No School
- Late Start 10:00 AM
- Graduation 3:00 PM

- August 2024**
 12- First Day of Fall Practice
 13-16 Teacher Inservice/Work Day
 19 - 1st Day of School K-12
 21- 1st Day for PreK
 23- School in Session
 30- OEF
- September-2024**
 2 - Labor Day No School
 6 - School In Session
 13 Teacher PD Day- No School for Students
 20, 27- OEF
- October 2024**
 4- Teacher PD Day- No School for Students
 11, 18- OEF
 24- PT Conferences 1:00 Dismissal
 25- No School
- November 2024**
 1- Teacher PD Day- No School for Students
 8, 15- OEF
 22 - E-Learning Day (Grades 6-12), OEF (K-5)
 27-29- No School Thanksgiving Break
- December 2024**
 6- Teacher PD Day- No School for Students
 13- OEF
 20- 1:00 Dismissal
 23-31 No School Christmas Break
- January 2025**
 1-3 No School Christmas Break
 6 - Teacher Inservice/Work Day
 7- School Resumes for Students
 10 - School In Session
 17, 31 - OEF
 20- No School MLK Day
 24 - School in Session
- February 2025**
 7th - Teacher PD Day- No School for Students
 14 - No School
 17 - Teacher Inservice @ ESU 13
 21 - School In Session
 28- OEF
- March 2025**
 7th - Teacher PD Day- No School for Students
 13 - 1:00 PM Dismissal
 Parent Teacher Conferences 2-5, 6-8
 14- No School
 21, 28- OEF
- April 2025**
 4- Teacher PD Day- No School for Students
 11- OEF
 18-21- No School/Easter Break
 25- School in Session
- May 2025**
 2, 16- OEF
 9-Late Start Teacher Appreciation/OEF
 13- Seniors Last Day
 17 - Graduation
 22 - Last Day of School 1:00 Dismissal
 23 - Teacher Work Day

2025						
JANUARY						
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- Optional Enrichment Fridays
- 1:00 P.M. Dismissal
- E-Learning Day Grades 6-12, OEF for g
- 7:45 to 3:45 Monday-Thursday |
- 7:45 to 2:30 Fridays

BANNER COUNTY SCHOOLS 2024-2025

BOARD OF EDUCATION: Megan Allen, Laura Baker, Ron Johnson,
Ryan Olsen, Douglas Olsen, Jake Knaub

ADMINISTRATION: Dr. Evelyn Browne, Superintendent
Troy Holmberg, Principal
Wittni Boettcher, Activities Director
Christopher Cooper, Guidance Counselor

TEACHERS:

Debra	Griebe	Pre School
Mark	Steer	Kindergarten
Katherine	Armstrong	First Grade
Megan	Sinks	Second Grade
Olivia	Terrones	Third Grade
Priscilla	Stauffer	Fourth Grade
Stephanie	Stricker	Fifth Grade
Elizabeth	Bohac	Sixth Grade
Barb	Cooper	Reading Interventionist
Sara	Steer	Elementary Title I
Cameron	Geary	7-12 Business/Engineering
Bill	Gifford	Vocational Agriculture, FFA
Angie	Hilbert	7-12 Social Studies
Ray	Lemoine	7-12 Science
Kinsey	Groves	7-12 Math
Robin	Parsons	K-12 Art
Wittni	Boettcher	8-12 FCS, Activities Director
Jessica	Stauffer	K-12 Special Education
Brandon	Avila	PK-12 Physical Education
Mical	Cooper	PK-12 Music
Kaitlin	Knaub	7-12 English
Morgan	May	Network Administrator/7-12 Computers/Library
Danielle	Villagrana	JAG

CLASSIFIED PERSONNEL:

Ayden	Adams	Paraprofessional
Rick	Caudillo	Library Paraprofessional
Stephanie	Farro	Paraprofessional/Bus Driver
Cherry	Felkins	Paraprofessional
Kindra	Olsen	Administrative Assistant
Sonja	Lind	Bookkeeper
Kelly	Rundell	Kitchen Manager
Melissa	Jones	Paraprofessional
Carla	Goranson	Paraprofessional
Sue	Talkington	Cook
Ron	Vella	Custodian
Genny	Miller	Evening Custodian
Mike	Johnson	Maintenance
Jim	Milner	Fleet Mechanic/Maintenance
Tod	Wenger	Maintenance Supervisor

BANNER COUNTY PUBLIC SCHOOLS EXTRA DUTY ASSIGNMENTS 2024-2025

ACTIVITY DIRECTOR

Witni Boettcher
ASST: Troy Holmberg

ONE ACT PLAY PRODUCTION

HD COACH: Stephanie Farro
ASST COACH: Ayden Adams

VOCAL MUSIC

Mical Cooper

SENIORS

Kaitlin Knaub
Kinsey Groves

FRESHMEN

Brandon Avila
Witni Boettcher

FOOTBALL

HD COACH: Tod Wenger
ASST COACH: Brandon Avila

BOYS' BASKETBALL

HD COACH: Jim Revelle
ASST COACH: TBD

TRACK

HD COACH: Tod Wegner
ASST COACH: Morgan May
ASST COACH: Cameron Geary

STUDENT COUNCIL

Rick Caudillo

SPEECH

Rick Caudillo

INSTRUMENTAL MUSIC

Mical Cooper

CLASS SPONSORS

JUNIORS

Mical Cooper
Ray Lemoine

EIGHTH GRADE

Bill Gifford

HIGH SCHOOL COACH STAFF

VOLLEYBALL

HD COACH: Witni Boettcher
ASST COACH: Stephanie Stricker

GIRLS' BASKETBALL

HD COACH: Brandon Avila
ASST COACH: Tod Wenger

NATIONAL HONOR SOCIETY

Kinsey Groves
Kaitlin Knaub

SCHOOL PAPER

Elizabeth Bohac

YEARBOOK

Robin Parsons

SOPHOMORES

Angie Hilbert
Robin Parsons

SEVENTH GRADE

Jessica Stauffer

CROSS COUNTRY

HD COACH: Olivia Terrones

WRESTLING

HD COACH: Bill Gifford
ASST COACH: Ryan Olsen

JR. HIGH COACH STAFF

FOOTBALL

Ray Lemoine
Brandon Avila

BOYS' BASKETBALL

Ray Lemoine

TRACK

Brandon Avila

VOLLEYBALL

Kinsey Groves

GIRLS' BASKETBALL

Brandon Avila

CROSS COUNTRY

Kaitlin Knaub

WRESTLING

Bill Gifford

Banner County School Student-Parent Handbook 2024-2025

Intent of Handbook:

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

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

Option Enrichment Fridays

Banner County School District offers Option Enrichment Friday (OEF) learning experiences for students who make the choice to come to school on Fridays. The 4-day school week allows us to expand student access to S.T.E.A.M. activities, problem-based learning, and exploration in multi-age group settings and extended learning periods. Students and parents can log into the school website at www.bcswildcats.org and click on the OEF tab to view each week’s schedule. Field trip permission slips are also available to download from our website for OEF learning activities that take place beyond district boundaries!

Lunch Prices:

Breakfast	\$2.00
PK-5	\$2.75
Grade 6-12	\$3.25
Adult	\$4.00
Extra Milk PK-12	\$0.45
Second Entrees	\$1.00

Activity Tickets:

Grades PK-5	\$ 8.00
Grades 6-12	\$10.00
Adults	\$18.00
Family	\$44.00

Admission Prices (Games):

K-12	\$3.00
Adults	\$4.00

School Meals and Student Wellness

School Lunch and Breakfast Program

Breakfast is served daily from 7:45am to 7:55am

Parents are always welcome to eat lunch at the school with their student at a cost of \$3.75. Advanced notice should be called in to the District office. Breakfast and Lunch menus are posted at the school and on the District School website at www.bscwildcats.org

Locally Raised Beef and Pork in School Lunches Program

BCS is proud to offer locally raised beef and pork through the generosity of local ranchers. The program raises student awareness of agricultural education, resources, and career opportunities. Annual donations of beef and pork are welcome!

Lunch and Breakfast Program

Banner County School is participating in the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for School Year 2024-2025. All BCS enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household during the 2024-2025 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Lunch and Breakfast Prices

Adult Breakfast	\$2.00
Adult Lunch	\$4.00
Extra Milk	\$0.45
Second Entrees	\$1.00

Cafeteria Rules

In addition to, or in lieu of, the school served meal, students may consume a meal brought from home in the cafeteria. Students are not to share outside food with other students. Outside refers to any food not prepared by the kitchen staff. Carbonated beverages (pop, energy drinks) are not allowed in the cafeteria during the lunch periods.

No food or beverages can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch until one half hour after meal service unless all proceeds earned go to the school nutrition program.

Special Diets

Students requiring meal modifications for a physical or medical impairment may pick up the required form from the District office.

Payments to Lunch Account

Family lunch statements are mailed out each month when accounts have a negative balance. Payments can be mailed to or dropped off at the District office, P.O. Box 5, 200 School St., Harrisburg, NE 69345 or sent with your child. It is preferred that you send a check, however if you do send cash, we request that you call the District office and notify the office staff that cash has been sent. In return, the office staff will return a call to you when the money is received. If you would like to check your family's lunch balance at any time, you may call the District office for that information, or you may access the JMC Portal.

Meals Charge Policy

Schools that participate in the National School Lunch Program are required to have a School Meals Charge Policy. Banner County School District has adopted a policy to address this issue and meet the guidelines for the Federal Nutrition Program. It is the goal of Banner County School District to make sure that each child has a breakfast and a lunch. Hunger does not contribute to good learning, and no child should be hungry.

For the 2024-2025 school year, Banner County School District is participating in the Community Eligibility Provision (CEP), which provides healthy breakfasts and lunches to every enrolled student at no cost. For additional entrees and/or milk, our cafeteria offers a "pay as you go" food service.

Banner County School Student-Parent Handbook 2024-2025

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Article 1 – Mission and Goals

Section 1 School Mission Statement:

Welcome to Banner County School. The Board of Education, administration and staff are committed to preparing all the students of today for the world of tomorrow. Our mission is to create a school in which students are heard, cared for, and valued as individuals, with access to the tools and technologies that will prepare them for success in life. We will strive to develop critical-thinkers, problem-solvers, and leaders who can advocate for themselves and contribute to their communities, and find opportunities that help them realize their dreams.

Section 2 Introduction:

The focus of the school system is on the student. The students and their educational development is the central concern of the Board of Education's policies and the administrative regulations. The Board of Education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

General Procedures: All routine business of the school will be handled through the central office located at the main entrance of the building. Parents should first call there if they find it necessary to pick up or contact their children during school hours. Parents are asked to sign students out of the office and report to the office when bringing students to school late. This helps with our attendance register, and in the afternoon helps bus drivers know who is riding and who is not riding the bus that day.

It is requested that persons not ask for children to be called to the telephone during class hours. Messages can be delivered to students through the office at some convenient time.

Main Office.....	463-5262
Fax Number.....	436-5252

Section 3 Mutual Respect:

Banner County School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 Multicultural Policy

The education program shall foster knowledge of and respect and appreciation for the culture, history, and contributions of diverse cultural groups.

Section 5 Complaint Procedures:

The proper procedures to make complaints or raise concerns about school concerns are set forth below. Other procedures exist to address discrimination or harassment, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

For specific guidelines pertaining to the District's complaint procedure, please refer to Policy 1210.

Article 2 – School Day

Section 1 Bell Schedule and School Hours

Students should not arrive at school before 7:45 a.m., unless requested to do so by a teacher or the principal. Buses should set their arrival time at about 7:45 a.m. All students should leave the building promptly after dismissal at the end of the school day at 3:45 p.m., unless they are required to stay for some reason. In such cases the students will be under the jurisdiction of the teacher, sponsor or coach requiring them to stay. Students are not to remain at the school while waiting for a sibling or another person to complete athletic practice or other activity. **School will dismiss at 2:30 p.m. every Friday.**

Regular Bell Schedule for Secondary Students

1st Period	7:45 - 8:35
Wildcat Period	8:37 - 9:00
2nd Period	9:02 - 9:52
3rd Period	9:54 - 10:44
4th Period	10:46 - 11:36
5th Period/Lunch	11:36 - 1:02
6th Period	1:04 - 1:56
7th Period	1:58 - 2:50
8th Period	2:52 - 3:45
MS Lunch 11:36 - 12:06	HS Lunch 12:32 - 1:02

Section 2 Severe Weather and School Cancellations

Inclement weather, power outages, etc., will occasionally prevent us from holding school. When this happens, it will be announced on the local radio stations: KSID-AM, KNEB-AM & FM, KMOR, KOLT, KOZY, KOAQ, and KCMI-FM, and television stations KSTF and KDUH. Additionally, the JMC Message Center may be activated to provide cancellation/postponement information via telephone.

Section 3 Closed Campus:

All students are to stay on the school grounds during the school day. Following the start of the school day, students must receive permission from the office and sign out before leaving the building to retrieve materials from their cars. This closed campus regulation includes the lunch period. All vehicles driven by students must be parked in the parking areas provided. Cars and other vehicles that are not properly parked may create problems for emergency vehicles and will have to be moved. Errands to the bank, court house, post office, etc. will be allowed ONLY with a parental note or phone call. Trips to the bank and post office will be permitted during a student's lunch time, not class time.

Section 4 Student Driving and Parking:

Students will not be allowed to drive their car at any time during the school day, unless special permission is granted by the Principal. Students will not sit in cars or loiter in the parking lot during the school day. Any student whose driving endangers other students, or is contrary to safe driving laws will result in referral to law enforcement officials or may be required to deposit their keys with the principal until after other students have left the grounds. Students are required to park in the east row along the road ditch on school days. Students are not permitted to park in the staff/public parking area closer to the school on regular school days. Vehicles that are parked inappropriately risk being towed at the owner's expense. Students shall be responsible for the cost of repair or replacement of any school property damaged as a result of operating a motor vehicle on school premises.

Section 5 Activity Tickets

It is required that all students in grades 6-12 purchase Activity tickets to receive their computers.

Students who purchase activity tickets shall be admitted to all activities with the exception of tournaments and special activities where a charge is made. Prices are set each year by the Board of Education.

Section 6 Computer Network Usage

The computer network is provided by Banner County Schools for student usage. This usage is for educational purposes only and restricts students from tampering with the normal and acceptable functioning of the system. Students who tamper with or in any way disrupt or inappropriately use the computer system will not be allowed access to the network and will be responsible for any costs the school incurs to repair the system

hardware or software. For further information, see the BOE Policy 606.06E1 and the Acceptable Internet Use Policy.

Section 7 Fees, Fines, Etc.

It is the student's responsibility to see that all fees, fines, and debts are paid up in the office by the end of the school year. Unpaid accounts will be sufficient reason for withholding report cards at the close of the term. Please refer to the Student Fees Policy, Administrative Regulations and Application for Waiver.

Section 8 Emergency Drills and Evacuation Procedures

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year.

Section 9 Initiations

No organizations or classes will be allowed to initiate or haze any members (new or old).

Section 10 Instructional Materials Center/Library

The school does provide a fine instructional materials center. Each pupil should acquaint himself/herself with the electronic card catalog. From this, he/she can find needed materials. The use of the IMC/Library is your privilege as a student of Banner County Schools as long as you exercise common sense. It is a place for reference work, for getting materials to prepare assignments in your subjects, or to satisfy your reading interests beyond your textbooks, and for serious browsing. The facilities are open to all students before and after school. Students are to have a pass signed by the appropriate staff member when entering the IMC/Library from another class or when leaving the IMC/Library during the class period.

Section 11 Junior High School Credit

Students in grades 7th and 8th may be required to repeat that grade if their academic performance indicates such a need to be successful in high school. This decision will be an administrative one based on grades and the recommendation of the MTSS team. **Students must pass three out of four of the following classes: math, science, social studies and language arts.** Students must pass two out of three of the remaining classes.

Section 12 Parent Visits and Conferences

Parents are welcome and encouraged to visit the school. We require that you first stop in the office and complete procedures as outlined in Policy 1005.07. Parent/Teacher conferences are held each semester, while others will be scheduled individually as needed between the parent and teacher. Conferences with teachers and parents will be arranged when requested by parents or teachers, providing appropriate time to help ensure proper preparation and availability.

Section 13 Permanent Records

The following records shall be maintained as permanent records of the student:

- The record of dates of attendance;
- Highest grade level completed;
- A transcript of classes taken with grades and credits received;
- The records of inoculations and health examinations which are given to the class or student body as a whole;
- The record of participation in extracurricular school activities and sports;
- The signatures of people who are required to sign for access to student records and the statement of purpose for such access;
- The student's or student's parents' written consent of release of student records.

All other student records shall be removed and destroyed after a student's continuous absence from the school for three years.

Section 14 Scheduling Events & Posting Announcements/Notices

All class and organization activities must be approved by their sponsors. All activities and events are to be approved by the administration before being placed on the official school calendar. No school activities will be held on Wednesday nights.

All fundraising projects undertaken by a class or organization (concession stands, bake sales, magazine sales, candle sales, soup suppers, pancake feeds, etc.) must be approved by the administration. Any monies remaining in an underclass account or in an organization's account at the end of a school year will be carried over to the following year. Any monies remaining in the senior class account at the end of a year will either be turned over to the general fund or used toward a gift for the school, designated by the senior class.

If an organization or class wants to display a poster or bulletin on school property, wants to include a statement in the daily announcements, or wants to send a flyer home to school patrons they must first gain the approval of the administration. The request must be co-signed by the group's faculty sponsor.

Section 15 Social Activities and Events

All social activities and events for BCHS students sponsored by Banner County School (including, but not limited to parties, dances, ceremonies and dinners) must be approved by the principal. When a school organization, class, or group wishes to hold a social event, their staff sponsor must ensure there are no scheduling conflicts.

- Rules:*
1. The event must be approved by the principal.
 2. There must be adequate supervision, which will include the staff sponsors and may include parents of students.
 3. When dances are held, the doors to the dance will be closed 15 minutes after the beginning of the dance, or at 10:30 p.m., whichever comes sooner. Once a student leaves a dance, they will not be readmitted. Dances and other student social events will end no later than midnight, unless permission for an extension is granted by the principal.
 4. For social events at which guests are permitted, non-BCHS student/guests must be registered in the office and approved by the principal at least 48 hours prior to the scheduled starts of the event/dance.
 5. All guests of BCHS students at any social event where guests are permitted, must be under the age of 21. No guest 21 years of age or older will be permitted to attend a BCHS-sponsored social activity or event.
 6. Abuse of privileges at a social event by a BCHS student may result in lost opportunities to attend future events.
 7. The administration of BCHS is the ultimate policy authority on all matters relating to BCHS social events (including, but not limited to, appropriateness of music, appropriateness of dress for students and their guests, and the safety and appropriateness of any games.)

Section 16 School Property and Textbooks

School pride and appreciation for the invested money of the taxpayers and your parents demand the effort of every pupil for the careful preservation of the school building and property. This is YOUR school. Make it a point to take good care of it.

Textbooks and other instructional materials and at times, electronic devices, i.e., notebook computers will be issued to the students by school personnel. Each book or other item is numbered and assigned to the student who receives it. In many cases, teachers may require students to put covers on the books. Pupils damaging books or property beyond normal or ordinary repair will be required to pay for the more than ordinary damage done. Students may be assessed a fine to redeem books which through their carelessness, they have left lying in the halls, commons or wherever. Payment for damaged or lost books or property must be taken care of before the final grades are recorded. Report cards will not be sent out to anyone who has not paid fines, bills, etc.

School lockers are the property of the school district. These lockers are provided for students to temporarily store personal possessions ordinarily used in their day-to-day school activities. The right of inspection of student's lockers is inherent in the authority granted school boards and administration and should be exercised so as to assure parents that the school, in pursuing its in loco parentis relationship with their children, will employ every safeguard to protect the well-being of its students. Students are urged not to keep money or other items of value in their lockers. Use lockers for book storage. Use of locks is encouraged. Students using locks must provide the office with a combination or extra key. Pop and snack food are not to be stored in the lockers.

Banner County Pre-K Program

Banner County Pre-K is a part of the Banner County School System. Our aim is to provide a quality preschool experience for children in and around Banner County.

Banner County Preschool is governed by the Banner County Board of Education. The Banner County Preschool follows all federal, state, and local regulations.

Administration

Banner County Public Schools

Superintendent	Dr. Evelyn Browne	436-5262
Principal	Troy Holmberg	436-5262
Special Ed Contact	Jessica Stauffer	436-5262
Preschool Teacher	Deb Griebe	436-5262

Banner County Pre-K

PO Box 5
Harrisburg, NE 69345
436-5262

Monday-Thursday

7:45 – 3:45

Enrollment

Priority enrollment selection criteria are used to make enrollment decisions for the Banner County Preschool.

Fees

Pre-K tuition will be a sliding scale based on the school lunch application.

When Children Qualify for

Free Lunches
Reduced Lunches
Full Priced Lunches

The Family Pays

\$0.00
\$100.00/month*
\$200.00/month*

***Payments need to be made by the 1st of the month.**

Bus Transportation

All preschool students who reside within the district but outside the city limits of Harrisburg can ride the school buses to and from school. Students who reside outside the school district can ride the school buses that transport students to and from the designated bus stops.

School Hours

Preschool will begin at 7:45 A.M. and end at 3:45 P.M., Monday – Thursday.

Meals and Snacks

Students will be provided with breakfast and lunch each day. An afternoon snack will also be provided for students. Breakfast and lunch are provided free of charge under the Community Eligibility Provision (CEP).

Checking Your Child's Backpack

Please check your child's backpack every night. They are excited about their work at this age and will be excited to share it with you. This is the best way for the school to communicate with you. Also, please make sure that they have a backpack daily to carry their work home. The teacher will send a folder home with important school information on a daily basis, so please take some time to look through this daily.

Parent Engagement

The Banner County Pre-K Program is founded on the belief that a child's parents will make a lifelong impact on a child's desire to learn, view of the world, and self-esteem. The Banner County Pre-K provides parents with a variety of opportunities for positive involvement in their child's education, including opportunities for decision-making within the program. Each parent chooses to participate in activities that fit individual

needs, schedules and interests. The classroom setting is age appropriate for all enrolled children, and focuses on the individual needs of each child. Our priority is to partner with parents in order to provide the highest quality of services to children.

Parent Visitations

Parents are encouraged to visit children's classrooms at any time. **PARENT VISITS, WITH THE EXCEPTION OF SCHOOL PARTIES OR VOLUNTEER OPPORTUNITIES, ARE LIMITED TO 30 MINUTES PER VISIT.** If you wish to confer with a teacher, please arrange for an appointment at a time outside regular class hours. All visitors must report to the school office before going to the classroom.

Meal Policy for Parents and Volunteers

The Banner County Pre-K welcomes parents and volunteers. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

Home Visits

Home visits are a requirement for the Banner County Preschool. Home visits provide an opportunity for teachers and families to meet together in an environment that is more comfortable for the family. Visits are a great chance for students to meet their teachers before the school year begins and a chance for parents to ask questions and discuss the preschool program in a nonschool setting.

Tips for successful home visits are as follows:

Notify your teacher, of changes or cancellations of visits. If you are unable to keep a scheduled visit due to an emergency, please contact the expected staff member to cancel the visit

Please notify the school of any upcoming changes in your address or phone number.

Home visits can take place in an alternate location.

By working together we can make home visits a learning experience that is beneficial to your family and to staff.

Article 3 – Use of Buildings and Grounds

Section 1 Entering and Leaving the Building

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to report to the school office, sign the attendance sheet, and acquire an admit slip before attending class. Students leaving the building for any non-school related reason must sign the attendance sheet. Parental notification is required for all students arriving late or leaving school early.

End of School: Our regular school day ends at 3:45 p.m. Make-up work, special help, assignments after school, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 Visitors

All visitors will be required to use the buzzer system to enter the building. All visitors must report to the office upon entering the main entrance and obtain a visitor pass to enter a specified area.

Section 3 Tobacco-Free Environment

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. This includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material and may be required to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Section 4 Care of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students must pay all fines before they can receive school publications and final grades.

Section 5 Lockers

Each student will have the use of one specific locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a secured lock. Students must turn in an extra key or the combination to the office. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 6 Searches of Lockers and Other Types of Searches

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the building principal may periodically inspect all or a random selection of lockers. Students may be asked to be present during the inspection of their lockers. Student lockers may also be searched in compliance with board policy regulating search and seizure. See BOE policy 504.16

Section 7 Video Surveillance

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

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

Section 8 Use of Telephones, Cell Phones, and ECDs

Students must place cell phones or other devices in the classroom holder or in their locker during class. The misuse of Electronic Communications Devices (ECDs) to include (but not limited to) portable telephones, cellular telephones, electronic pagers, text-messaging transmitters, personal digital scanners or personal digital cameras (of any kind) presents a threat to quality classroom instruction in a school and represents a technological intrusion into the learning environment of a school.

Students at Banner County School will not be permitted to use any of the aforementioned ECDs without permission during class, advisory and instructional periods, activities practice, activities participation, while riding student transportation and while in ISS. Students will be permitted to use ECDs during their lunch period. Visible possession and/or use of any Electronic Communications Device is prohibited in any area where there is an expectation of privacy. By bringing cell phones and other electronic devices to school, the student and parents' consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

In the event of a particular family emergency where parents or guardians need to reach a student, they should contact the school office and their child will be alerted to the emergency situation at the first opportunity and will be given the opportunity to use the office telephone to contact the necessary family member.

Any Banner County School employee (teacher, substitute teacher, administrator, classified or certified staff member) who witnesses or has knowledge of or reasonable suspicion of a student misusing an ECD during the school day or at a school activity shall have the authority to confiscate the ECD from the student and turn it in to the principal's office. The principal may take any actions which are deemed reasonably necessary to ensure that a quality learning environment is maintained. These procedures may include, but are not limited to the following:

- First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or principal's designee. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

- **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. Additionally the student will serve an in-school suspension of between one and five days in the office.
- **Subsequent Violations:** Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices or the cost or value of any service or lack of access to service associated with such devices.

Section 9 Bicycles

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school or related activities. If it is necessary to bring valuable items or money, leave the money or valuables with a staff member for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Students are not to place any valuables in the physical education/sports locker rooms.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 12 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal with a written report to be submitted within 24 hours.

Section 13 Laboratory Safety Glasses

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

Section 14 Insurance

Banner County School requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage.

Section 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed.

Section 16 Copier Usage

No students will be permitted to use the school's copiers for any reason unless accompanied by a staff member or specific communication is made with the office for appropriate school use.

Section 17 Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 18 Food and Drink in the Classroom

All consumable liquids in the classroom must be in a sealable bottle. No open cans are allowed in the classroom. Teachers may use professional discretion regarding food being consumed in the classroom. Students are to clean up any spilled food prior to leaving the classroom.

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. Any child who will reach six years of age prior to January 1 of the current year and who has not reached eighteen years of age shall meet the requirements of mandatory school attendance. Any such child shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian, or other person having charge, control, or custody of the child.

Section 2 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral,
- (B) Illness with a doctor's note
- (C) Doctor appointment (medical, dentist, chiropractor, orthodontist, etc.),
- (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- (E) School sponsored activities,
- (F) Juniors are allowed one (1) college visit day designated as an excused absence. Seniors are allowed two (2) college visit days designated as excused absences. Evidence of the school visit must be submitted to the main office.
- (G) Other absences which have received approval from the Principal.

The Principal has the discretion of whether or not to excuse absences, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive only partial credit for any class work missed during the absence, and may be required to make-up work and time missed.

A student who engages in unexcused absences may be considered truant as per state law.

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

Absence Procedure. Upon returning to school after an absence, the student should report to the office for an admit slip, based upon a written or verbal parental notification. Missed work is the responsibility of the student to make up and complete in a timely manner. For excused absences, two school days will be allowed to make up the work for each day missed. For unexcused absences, the student may receive only partial credit for or in each class period missed.

Students, who desire to leave the school premises due to illness, must first be evaluated by the school nurse or designated school staff member prior to leaving. The school personnel will notify the parents. If it is determined that the student does not need to go home for health reasons, but the student leaves he/she will be marked unexcused.

All students' grades 9-12 will be allowed up to nine (9) excused absences per semester. After the 9th absence, credit will be deducted as follows:

0-9 days absent	0 credit deducted per course
10-15 absences	1 credit deducted per course
16-20 absences	2 credits deducted per course
21-25 absences	3 credits deducted per course
26-30 absences	4 credits deducted per course
31+ absences	5 credits deducted per course

To receive full credit for a class in which a student has been absent in excess of nine periods, the student will be given the opportunity to make up the time missed. Teachers will provide make-up work (or extra credit work) to be done during the make-up period. The student will be supervised during the make-up time by the school principal or by an assigned detention teacher. The student must serve the same number of make-up minutes (per missed class) as the class was originally scheduled to meet, in order to receive full credit for making up a period. Scheduling of the make-up time will be done by the school principal. The make-up time may be scheduled before school, after school, or on weekends, but it MUST be served during the same semester as the absent day it is being served to make up. Absences for school-sponsored activities (as approved by the school administration) are not to be included in this nine-day absence policy.

School absences for school-sponsored activities are not included in the nine day absence policy. (This includes such activities as district music contests, MAC activities, CSC scholastic contest, state tournaments in which a student may be participating, or other activities approved by the school administration.)

The administration reserves the right to subtract from the number of absences those occasions which a

student is hospitalized, prescribed bed rest by a physician, or gone due to a family emergency. (Family emergencies may include but not limited to accidents, funerals, etc.) The school administration will require written documentation from a hospital or a physician for absences due to prescribed bed rest.

A student will not be allowed to practice, to participate, or be in attendance at any extra-curricular activity, on the day he or she is absent unless approval is given by the administration. **This means students must be in attendance for all class periods.**

A student will be allowed two days to make up work for a day of an excused absence. A student who knows that he or she will be absent from school should notify the school administration, or the appropriate designee, at least two days in advance of the absence.

Any student arriving at school tardy for any reason shall report to the administrative office prior to reporting to class. Unexcused tardies in any class in excess of two per each school semester will result in disciplinary response by the teacher. This may include making up time during lunch hour or after school.

Section 3 Tardiness

Tardy to School: Students will be considered tardy to school/class if they arrive within 23 minutes of the final class bell. Students who arrive after that time will be marked absent. Such students should be directed to the office for an admit slip. The first tardy counts as a warning, with subsequent tardies resulting in detention during lunch, or before or after school. Habitual tardiness to school, could result in additional detention, depending on the circumstances. Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have sufficient time period between all class changes to make it to their next assigned class on time.

Section 4 Leaving School Early or Arriving Late

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. The same procedure is expected of students coming to school during the day.

Section 5 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practices, dances, concerts, etc. Failure to attend on that day will result in a student being withheld from participation in the activity. The administration retains the right to grant participation should exceptional circumstances prevail.

Section 6 Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence, school activity or otherwise. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher, with two days per each excused absence the general rule. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 7 Withdrawal from School

Parents are requested to notify the school when a student will be withdrawn from school. Arrangements will then be made to complete records at Banner County School and transfer any necessary records for the student.

Under LB 996, a person who has legal or actual charge or control of a child who is at least 16 years of age but less than 18 years of age may withdraw the child from school before graduation and be exempt from mandatory attendance requirements if an "exit interview" is conducted and a "withdrawal form" is signed and submitted.

Article 5 – Scholastic Achievement

Section 1 Grading System

Each student will receive a report card. Report cards will usually be distributed during the week after the end of the grading period. The last card will be mailed after school is concluded in the spring. Report any problems to your classroom teacher of the class that is omitted or incorrect. All school bills must be paid before grades are issued. Banner County School will use the letter grading system as follows to record student progress:

A = 93-100 B = 83-92 C = 75-82 D = 70-74 F = 0-69

Each teacher should define for students the grading procedures to be used in their classes. See Grading Guidelines BOE Policy 611.05

Section 2 Graduation Requirements

English	40 credits (includes 10 credits in each of the following: English I, II and III)
Social Studies	30 credits (includes 10 credits in both American History and Government)
Math	30 credits (includes 10 credits in both Algebra and Geometry)
Science	30 credits (includes 10 credits in both Physical Science and Biology)
PE	5 credits
Health	5 credits
Personal Finance	5 credits
Computer Science*	5 credits
Electives	110 credits
TOTAL	260 credits

Students shall take, pass, and receive credit for any required courses in order to be eligible for graduation.

* Computer Science is required for graduates starting with the class of 2028.

The computer science, digital media, and web design courses fulfill this requirement.

**Two years (20 credits) of foreign language is strongly recommended for students who intend to apply for admission to the University of Nebraska, or to a similar 4-year liberal arts college.

Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) and emancipated student or a student of at least 19 years of age.

Section 3 Commencement

Students who are lacking required subjects or sufficient hours will be notified that they will not participate in the commencement program.

Section 4 Promotion, Retention

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities. **Junior High Students must pass three out of four of the following classes: math, science, social studies and language arts.** Students must pass two out of three of the remaining classes.

Section 5 Schedule and Scheduling Changes

All students normally pre-register for the current year in the preceding spring. Therefore, the schedule has been made to best meet the needs of as many students as possible. New students will enroll on the first day

at Banner County School. Any class changes will be completed by the end of the fifth day of classes of the semester. Changes will be approved sparingly, and then only with parental contact and permission. In most circumstances, the class dropped must be replaced with another and only through the counselor's office BEFORE the change of schedule becomes final. Because of the structure of yearlong courses, withdrawing from such courses at the end of the first semester is not permitted without approval of parent, counselor and/or principal.

Section 6 Interim Progress Reports

Progress Reports will be available at Parent Teacher Conferences in each semester concerning student performance. Communication between parents and teachers is strongly encouraged throughout the school year. Such reports are just one method of prompting communication. These reports may describe student work of an exceptional nature or work that needs improvement.

Section 7 Report Cards

Report cards are issued at the end of each semester. Semester grades are placed on a student's high school transcript as a permanent record of her/his academic performance. Progress Reports will be available at Parent Teacher Conferences each semester to keep parents and students informed of academic progress. Student academic grades are available electronically throughout the school year through the school's electronic grading program (JMC). See BOE Policy 611.05.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences may be held annually during the first and second semester. On the designated day, conferences shall be held from 2-5 p.m. and 6-8 p.m. Conferences with teachers, at any other time, are possible by calling the school and making arrangements with teachers as needed.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st and 2nd semester. Students will be recognized for receiving all A's and B's during a specific grading period. Students earning all A's during a grading period will be named to the "A Honor Roll". Those who have earned all A's and B's on a report card will be listed on the "A-B Honor Roll".

Any student receiving an incomplete or an unsatisfactory grade for the grading period shall not be placed on the Honor Roll.

Section 10 National Honor Society

The National Honor Society chapter of Banner County School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs as written in the Banner County National Honor Society constitution. Students are selected to be members by a Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school each school year.

Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student

to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

Section 11 Dual Credit Courses

From time to time courses may be offered for dual credit through Banner County School and institutions of higher education, such as community colleges, four year colleges, and universities. In such courses, the grading scale of the institution of higher education shall be used for recording grades on report cards and transcripts.

Article 6 – Support Services

Section 1 Special Education Identification And Placement Procedures:

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

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

If it is determined the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their expense.

Reevaluation

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

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. In some situations, the district may offer mileage reimbursement to parents for transporting their child to the assigned school or program. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of

Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Banner County School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Banner County School District Office.

Section 2 Guidance Services:

Banner County School employs a guidance counselor for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. The purpose of the guidance and testing program is to aid students in understanding their abilities in order that they may select career fields or vocations that they are best suited for. Throughout the school year students may be asked to fill out information blanks and take different types of tests that will be used in the guidance program. This information is to be used to help students decide on programs that will benefit them the most. Basically, the guidance program is composed of five services: 1) Maintenance of cumulative records; 2) Vocational & Occupational Information; 3) Counseling Services; 4) Placement Services; 5) Follow-up Services. These services are available to every student and parent. If you wish to see the counselor, stop by the counselor's office and make arrangements for an appointment.

Section 3 Health Services:

Student Illnesses

School personnel will notify parents when a student needs to be sent home from school due to illness. Some conditions causing a student be sent home include: high temperature, vomiting, unexplained rashes, live head lice, or on determination by the school nurse or other office personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

If your child/student requires prescription medication to be administered during the school day, please notify the office. Arrangements will be made to store and administer any necessary prescription medication. Please, do not store any medication in lockers. Tylenol and aspirin are available at school to students who have written parental permission. Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is included in the packet sent home on the first day of school (sample in the back of this handbook). Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

School Health Screening

Because Nebraska statutes require school-age screening, students are screened for vision, hearing, dental defects, height and weight. Some students will also be screened for scoliosis and blood pressure. Parents are notified of any health concerns as they are identified.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade,

or in the case of transfer from out of state to any other grade. Physical forms are available in the school office and in this handbook.

Immunizations

Immunizations against the following diseases are required for every child:

- measles • mumps • rubella
- poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more.

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:

- kindergarten or beginning grade
- seventh grade
- all out-of-state transfer students to any grade

Any 2-5 year-olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine given at or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.

Students must show proof of immunization upon enrollment in Banner County School. Any student who does not comply with the immunization requirements will not be permitted to continue in school.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Banner County School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate, which is the family's responsibility. The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used.

These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in

order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Accident Insurance

An optional student accident insurance is available to Banner County School students. Complete information on this optional program is handed out to students during the first days of the school year, or it may be secured at the school office. The school district is not an agent or representative of the provider, thus questions concerning the insurance and its coverage should be directed to the company or its representative listed on the brochure brought home by the student.

Concussion: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school administration of Banner County Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Section 4 Dating Violence Policy

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities, or school sponsored athletic events.

Dating violence is defined as 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 exception of affectionate involvement whether casual, serious, or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Article 7 – Drugs, Alcohol, and Tobacco

Section 1 Smoking-Drinking-Drugs

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, vapor products, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades

kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

Article 8 – Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies

The common goal of students, parents, faculty and administration of Banner County School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Banner County School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE BANNER COUNTY SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1 Forms of School Discipline

Detentions:

Thirty (30) minute detentions can be assigned by teachers or administrators for tardiness and / or minor infractions of school rules. Students have a day to find transportation home if they ride the school bus. Detentions are not meant to be at the convenience of the student, but rather to deter future inappropriate behavior. The student and/or parent need to make arrangements to see that the detention is served on time. Only excused absences and parent emergencies verified by the parent will be rescheduled without penalty. The procedure in assigning detentions is:

1. The teacher or administrator will notify the student immediately.
2. The teacher or administrator will fill out a detention slip, give one copy to the student and will notify the office by turning in the remainder of the detention notice. Students should report to the teacher or the office at the assigned time (before school, lunch, after school). Students are to have an assignment to do and not talk, sleep or bring food and/or drink (unless during lunch) to detention. If a detention is missed, two detentions will be issued. If one of those is missed, suspension may result.

Short-Term Suspension:

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

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

Long-Term Suspension:

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

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or

program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

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

Other Forms of Student Discipline:

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

Part 2 Student Conduct:

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Banner County School, all students are expected to refrain from the following conduct.

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

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, any school volunteer, or any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, vapor products (including e-cigarettes), narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device or on paper or other digital or physical media format;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
12. Truancy or failure to attend assigned classes or assigned activities or tardiness to school, assigned classes or assigned activities;
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
14. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use. (Further dress code information is provided in a later section);
15. Willfully violating the behavioral expectations for those students riding Banner County School buses;
16. Engaging in any other activity forbidden by the laws of the State of Nebraska which

constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten;

17. A repeated violation of any rules, regulations, and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;
18. In addition, a student who engages in the following conduct when such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
19. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Rules:

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

Student Appearance Rules:

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

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
4. Head wear including hats, caps, hoods, bandannas, and scarves (this applies to both boys and girls).
5. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
6. Clothing or jewelry that is gang related.
7. Clothing or jewelry which interferes with the learning, health, or safety of any person.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal.

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

On a first offense of the dress code, the student may change clothing or call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

Bus Service---Bus Rules:

Daily bus service is provided to and from school for school age children who reside inside the district's boundaries, but outside Harrisburg limits. All requests for a change in a student's regular assigned route must be made in writing directly to the School Secretary and approved by the Transportation Coordinator. Basic rules concerning regular bus routes or activity trips are as follows:

1. Students will sit where assigned by the driver or activity sponsor.
2. Students are to remain seated at all times while the bus is in motion and keep hands, arms, and feet inside windows
3. Students are to keep voices low and refrain from inappropriate language.
4. Students are to keep the bus clean by using the trash can provided and refrain from littering out windows
5. Students are to maintain complete silence at all RAILROAD crossings.
6. Students are to respect the bus driver in both their speech and actions.
7. Students referred to the principal or superintendent for inappropriate or unsafe behaviors may lose their bus privilege.
8. Students in grades PK-8 must be met at the bus stop by a parent or authorized responsible individual. If a parent or authorized responsible individual is not at the bus stop to receive a student in grades PK-8 and cannot be reached by telephone, the student may remain on

the bus for additional runs and then be either returned to school or brought to the local police department to ensure their safety.

9. Students who are legally licensed to drive may leave the bus stop in their own vehicle and transport siblings with written permission by the parent or guardian.
10. Any change to a student's daily bus route must be made to the School Secretary before 3:00pm, in the absence of an emergency.

Classroom Behavior:

Each teacher and substitute teacher controls the learning environment of her/his room/area. When a student is referred to an administrator for class disruptions, etc., students may expect a detention for the first offense and appropriately increasing action for subsequent problems.

Inappropriate Public Displays of Affection:

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes, but is not limited to; kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA: Student will be confronted and directed to cease. If the behavior is persistent, parents will be notified. Additionally, the student may be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct the student could face long-term suspension or expulsion.

Specific Rule Items:

The following conduct may result in disciplinary action that, in the repeated violations, may result in discipline up to expulsion:

1. Students in the hallway during class time must have a planner with them.
2. Lunches are not to be eaten in the hallways.
3. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Students are not to open any exterior doors for anyone during the school day.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or and the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Music, Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Snow handling is prohibited.
12. Students are to demonstrate safe and appropriate behavior while in school buses and in school vehicles.
13. Students are not to be in the school facilities without supervision.
14. Students are not to leave textbooks, bags, or other items in the gym, hallways, or other locations not designated for student storage. Students are provided with lockers and should use them for storing such items.
15. To promote a healthy and clean learning environment students in grades 6-12 are encouraged to shower after physical education classes, practices and games.

Academic Integrity, Cheating & Plagiarism:

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's

level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Definitions: The following definitions provide a guide to the standards of academic integrity:

- a. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (1) Tests (includes tests, quizzes and other examinations or academic performances):
 - (a) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (b) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (c) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (d) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (e) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
 - (2) Papers (includes papers, essays, lab projects, and other similar academic work):
 - (a) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (b) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without obtaining permission from the instructor to whom the work is presented.
 - (c) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (d) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

- (e) **Misrepresenting Need to Delay Paper.** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (3) **Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- b. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (1) **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (2) Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, use of another student's paper, or the use of AI (artificial intelligence) to create content.
 - c. "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

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

- a. **Academic Sanction.** The instructor will refuse to accept the student's work in which the academic integrity offense took place, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- b. **Report to Parents and Administration.** The instructor may notify the Principal of the offense and the instructor will notify the student's parents or guardian.
- c. **Student Discipline Sanctions.** Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offenses or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Freedom of Speech:

Provisions for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion or means of expression shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that always accompany an unpopular point of view. However, nobody, be he/she a parent, teacher, or student, has the absolute right to freedom of speech. It is a myth to say that any person has a constitutional right to say what they please, where they please, when they please.

Cafeteria Rules:

Lunchroom Respect and Responsibility

Respect

1. Be Courteous and polite to other students and school staff
2. Talk quietly

3. Listen and follow directions

Responsibility

1. Try new foods
2. Take second helpings for yourself only
3. Do not take unnecessary food and throw it away
4. Keep the cafeteria clean
5. Accept consequences for your own behavior

Playground Rules:

1. Go down the slides feet first only, sitting up on your bottom.
2. Do not climb up the slides; use the ladders.
3. Go down the slides one at a time, not in a group.
4. No rock or snowball throwing.
5. When playing sports, stay in grades K-3 and 4-6 groups.
6. Stay in sight of the school staff members.
7. Use kind language.
8. No tag-like games on or around the equipment.
9. When the playing fields are snowy or muddy, boots are required.
10. Please remember to bring seasonally appropriate clothing to school. Recess will be held outside whenever it is possible. Students need to bring gloves, hats, and boots.
11. Toys, equipment, or personal items brought from home for use on the playground must be approved by the school staff members who are supervising the playground. The school and school staff members are not responsible for damage and/or loss of such items. Such items may be confiscated when they become a nuisance or pose a threat to student/staff safety.
12. Follow the Golden Rule.
13. New rules may be added as needed to promote the safety and well-being of students.

Internet Access Policy 6410.1

Introduction

Banner County Schools offers Internet access to its students, staff, and faculty.

The purpose of this document is to set forth policy regarding the management and use of this system.

The system that provides Internet access at Banner County Schools will:

Utilize filtering technology to screen out obscene, illegal, or otherwise objectionable material from the Internet. Filtering will be in operation during normal business hours or anytime the Internet is in use after hours by students, staff or faculty. Exceptions to this provision may be made for maintenance of the system when deemed necessary by the Superintendent of Schools. However, if filtering is to be down for an extended period of time, Internet access will also be secured until filtering is reinstated. The systems administrator is responsible to ensure that the filtering system is operating properly.

Reasonably prevent access by minors to inappropriate material on the Internet by means of filtering technology and the monitoring of students by an adult. No current filtering technology can provide 100% protection from obscene, illegal, or otherwise objectionable material, so student monitoring is necessary to prevent access by minors to such material. For this policy, an adult is defined as any person 21 years of age or older who is either employed by Banner County Schools or is approved by the superintendent, principal, or systems administrator to monitor students. Monitoring is defined as periodically viewing student activities on the Internet.

Provide for the safety and security of minors using electronic mail, chat rooms or other forms of direct electronic communications in accordance with Federal requirements. Since there is currently no effective way to protect the safety and security of minors using the aforementioned means of electronic communication, "open" E-mail and chat rooms will be blocked for use by minors on this system. A minor is defined by federal regulation as any individual who has not attained the age of 17 years. For the purposes of this policy, a minor will be defined as any member of the student body who is 17 years old or younger who is

not a member of the senior class.

Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors in accordance with federal requirements. No personal identification information regarding minors will be posted on any web site, and all such information on the system will be disclosed, used and disseminated only in accordance with current confidentiality policy.

Unauthorized use of this system, including "hacking," "spamming," and penalties for infractions are defined in the Acceptable Internet Use Policy for Banner County Schools.

Part 3 Reporting Student Law Violations:

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Banner County School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Part 4 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a

- summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
- (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Banner County School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified

registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

Section 1 Extra-Curricular programs:

Extra-curricular programs enrich the curriculum of the school by making available a variety of activities in which a student can participate. Banner County School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations. School activities are designated as follows:

Football	Volleyball	Wrestling	Basketball	Track
Chorus	Band	Speech	One-Act Play	Math Counts
Cross Country	FFA	Quiz Bowl	Esports	Scholastic Contests

Section 2 Activity Philosophy:

Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students

are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety and Transportation:

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Transportation to and from school activities will be provided by the school. Participants will travel on the activity bus, van, or other school-provided transportation. Special circumstances must be approved by the Principal as early as possible, preferably the day before the activity to ensure the best communication possible. Special circumstances do not include simple convenience! No one will be allowed to go home with anyone except parents/guardians unless the parent/guardian writes a note permitting a student to travel home with another designated adult. Parents/guardians or designated adults must sign the student off the bus before departure. Students will not be excused to ride home with siblings who are still in high school. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Physical Examination:

A yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year. All information and signatures must be completed to fulfill this requirement.

Parental Consent Form:

The parents/guardian of each student must fill out and sign the yearly forms acknowledging to the school that the parents/guardian have given the student permission to participate in the activities offered by Banner County School. These forms provide for student participation, parental approval, emergency treatment, personal insurance waiver, and the dispensing of medication for interscholastic competitions and other school-sponsored activities. These forms must be completed prior to participation.

Use and Care of School Equipment, Uniforms and Property:

Participants are responsible for all equipment and uniforms checked out to them. If at any time these items are lost or stolen it will be the responsibility of the participant to replace the lost/stolen items by purchasing new ones at full cost. Equipment and uniforms that become worn out or damaged due to normal use will not be held against the person it was checked out to. However, if it is determined that the damage was avoidable, the individual will pay to have it repaired or replaced.

CARE AND USE OF GYM FLOOR

1. No morning recess without a change of shoes.
2. Sweep the floor before and after each use.
3. No street or outside shoes. They must have inside or gym only shoes for the floor.
4. Shoes should be designed so as to not mar or scratch the floor.
5. Shoes should be checked for rocks, etc., and cleaned before stepping on the floor.

Athletic Injuries:

Every injury must be reported to the head coach. This means anything from a jammed finger and pulled muscle to a more serious injury. Any time an athlete is injured and must obtain the care of a medical physician, they cannot participate in any athletic activities until they have secured a signed release from that

medical physician. This release should be given to the head coach.

Attendance:

A student will not be allowed to practice, to participate, or be in attendance at any extracurricular activity, on the day he or she is absent unless approval is given by the administration. Students also must be in attendance the entire school day in order to practice or participate in an extracurricular activity unless approved by the administration. Bereavement and doctor appointments would be excused.

Section 3 Activity Code of Conduct and Due Process:

This activity code of conduct is supplemental to the Banner County School student code of conduct which is in Article 5 of Board of Education Policy Manual and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Student conduct on the campus, in the building, on the buses and at school and community activities should at all times be characteristic of a group of young men and women who are proud of themselves, their school and their community. Deviations of behavior from the standard of conduct including possession and use of drugs, alcohol and tobacco will be handled according to the Activity Code of Conduct, board policy #506.01.

Definitions: Co-curricular and extra-curricular activities shall include those activities that fall outside of the regular classroom instruction but which are activities or programs sponsored by the school district. Examples of co-curricular activities shall be, but not limited to, vocal and instrumental music programs or Quiz Bowl which may be extensions of classes being taken by students. Examples of extra-curricular activities shall be any activity authorized by the Nebraska School Activities Association, school plays, intramural activities, or other activity sponsored by the school but not directly associated to a class.

Possession: Possession shall mean having any substance in one's custody or control. Actual possession occurs when the item is in the actual physical custody of the person charged with possession. Constructive possession occurs when there is no actual physical possession, but there is dominion and control over the substance (Example: The student is in a vehicle or on the premises where he or she knows that alcohol, anabolic steroids, or drug products exist and/or are being used or consumed by fellow students or other unauthorized individuals.)

Rationale: The board of education recognizes the opportunities for educational and social development for students participating in school-sponsored activities. As students participate in these activities they must remember that they are not only representing themselves, but also their school and their community in all of their actions. In many instances the majority of the students in these activities will participate at a level at which they will be proud of their actions and achievements, as will their fellow students, parents and guardians, district patrons, their sponsors, and the opponents with whom they are competing.

Unlike students taking required courses, co-curricular and extra-curricular activities are voluntary activities. Therefore, by choosing to participate in an activity the student is agreeing to abide by the standards or rules established by the sponsor and the members of the organization or activity.

I. Preamble:

A student who engages in any prohibited conduct or fails to abide by any requirement of this policy or any other policy regarding student conduct, shall be subject to appropriate corrective action which can range from an oral warning to expulsion. No system of rules can provide for every situation, and the School District may prohibit and discipline other offenses not specifically listed that interfere with the education, safety, welfare, or morals of students, employees, or volunteers. The School will try to apply discipline that is progressive in most situations. However, the disciplinary action applied in any particular case will depend upon the specific circumstances, and the School reserves the right to apply whatever disciplinary action is appropriate in each case. The appropriate level of discipline requires professional judgment and should be based on an individualized evaluation of the conduct and the student involved. The factors that may be considered include, but are not limited to the following:

- A. The potential for harm;
- B. The student's prior disciplinary record; or lack of any prior offense;

- C. Discipline imposed on others in similar situations;
- D. Maintaining an appropriate educational environment;
- E. Other relevant factors or circumstances; and
- F. For students with disabilities the determination as to whether disciplinary action or another consequence is the appropriate corrective action must be consistent with state and federal law.

Statement of Non-Discrimination:

This policy will be enforced without regard to race, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, or geographical residence of the student.

II. Enforcement period of Code of Conduct:

This policy shall be in effect for all school district activities from the time school officially begins each fall until the activity ceases. It shall be in effect if the Nebraska School Activities Association or the superintendent of schools authorizes an activity before classes officially begin in the fall or after classes end in the spring. This policy shall be in effect during times such as weekends, vacation times, or holidays that may occur during the time school officially starts in the fall and ends in the spring. This policy applies to conduct on school grounds, at school activities on and off school grounds, on school buses, and at school bus stops. This policy applies to acts that:

- A. Begin on school grounds and end off school grounds; or
- B. Begin off school grounds and continue on school ground; or
- C. Pose a likelihood of disruption of education at the school; or
- D. Occur when the student is on the way to or leaving school or any school related activity.

(Note: It is possible that a student would be expected to observe the conditions of this policy for the entire school year even though he or she may not participate or begin participating in an activity until later in the school year).

This policy shall not cover the months between calendar school years, unless the student's violation occurs at any summer activity that may be sponsored by the school district or authorized by the board of education.

If a student violates any portion of this policy at a time that his or her suspension or expulsion from an activity would normally cover a greater time period than what may remain in the school year, the administration reserves the right to continue the suspension or expulsion into the next school year.

III. Suspension and Expulsion from Activities:

Student conduct which may result in short term suspension, long term suspension, or expulsion from an activity shall include, but may not be limited to the following student conduct. Should a student's conduct violate other school district policies, the student could also be subject to suspension or expulsion from school (See Policy 504.1).

- A. Failure to maintain academic standing as set forth in Policy 611.05, Grading System, Eligibility, and Progress Reports and the scholastic guidelines set forth by the Nebraska School Activities Association.
- B. Unsportsmanlike conduct displayed toward his or her fellow student(s), school district personnel, game or activity officials, opposing players or personnel, or other individuals.
- C. A repeated violation of any school rule, regulation, or school board policy, if such violation constitutes substantial interference with school purposes and may be deemed to interfere with the success of the activity.
- D. Any violation of the constitution, by-laws, or Approved Rulings of the Nebraska School Activity Association.
- E. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling using, possessing, or dispensing of an imitation controlled substance as defined in Section 28-401 of Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. The term "under the influence"

has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- F. The constructive possession, even though there may be no actual physical possession, but there is dominion and control over the substance such as knowing the alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant are available and/or are being used by individuals not authorized to have or use the products. Students shall have the responsibility to remove themselves from that situation. (Example: The student is in a vehicle or on the premises where he or she knows that alcohol, anabolic steroids, or drug products exist and/or are being used or consumed by fellow students or other unauthorized individuals.)
- G. Any activity which will embarrass or disgrace the Banner County School District, his or her fellow activity participants, or the students.
- H. Violation of any other school policy or rules.

Students suspended or expelled from school will not be permitted to participate in student activities while serving out such suspension or expulsion. Students assigned detention by teachers and/or administration must report the detention to their coach or activity sponsor(s). The coach, sponsor(s) and Activity Director will determine any additional action to be taken according to the activity rules given to students at the beginning of the year.

- A. **Short Term Suspension:**
Suspension up to four contests (or activities), or four weeks. The penalty will be carried over to the next co-curricular or extra curricular activity if the violation occurs at the end of a season. Students will not be allowed to participate in school activities during the suspension.
- B. **Long Term Suspension:**
Suspension for five to eight contests or activities, or five to eight weeks. The penalty will be carried over to the next co-curricular or extra curricular activity if the violation occurs at the end of a season. Students will not be allowed to participate in school activities during the suspension.
- C. **Expulsion:**
Removal from all activities, and the student will not be allowed to participate in any further activities for one calendar year.

Note: Although suspended from participation in an athletic contest, a student may be allowed to attend a contest as a spectator upon approval of the administration. The same would not be accepted for attendance at a school dance where attendance would be considered as participation. The extent of what defines attendance or participation for a particular activity will be at the discretion of the coaches, sponsor(s), Activities Director and Administration in applying this policy.

Exceptions:

Exceptions may be made to the length of suspension or expulsion under the following conditions:

- A. If the student reports his or her offense (alcohol, tobacco, or drug offense) to a school official within twenty-four hours of the infraction and submits to and completes an accredited treatment program.
- B. The school district may require, through school and/or community agencies, the student to obtain help for a substance abuse or mental problem. If substance abuse or mental/counseling help is required, it will be at the student's expense; the school will not be responsible for the costs of such services. In no instance shall participation in a community-approved assistance program excuse a student from subsequent compliance with this regulation. However, successful utilization of such an opportunity by the student may allow the student to have eligibility reinstated in the activity, after a minimum ineligibility period, pending

determination of the school administration.

IV. Due Process:

Every Student has a right to due process. Discipline should be progressive, consistent, and reasonable. Before any disciplinary action is taken, a student will be given "due process," which is an opportunity to the following procedures:

- A. In the case of minor infractions as determined by coaches, sponsor(s), Activity Director and administration the student will have the right to:
 1. Find out the alleged violation and the evidence supporting the alleged violation;
 2. Present the student's side of the story.
- B. For suspensions or expulsions the following procedures shall be followed:
 1. Notice of Charges: Before such suspensions or expulsions, the student shall be given oral or written notice of:
 - a) The charges against him or her.
 - b) An explanation of the evidence the authorities have.
 - c) An opportunity for the student to present his or her version.
 2. Written Statement: Within twenty-four hours or such additional time as is reasonably necessary following such suspension, the building principal shall send a written statement to the student and his or her parents or guardians describing the following:
 - a) The student's conduct, misconduct, or violation of the policy, rule, or regulation.
 - b) The reasons for the action taken.
 3. Building Principal-Parent/Guardian Conference: The building principal shall make a reasonable effort to hold a conference with the parents or guardians before the student is suspended or expelled from the activity. The purpose of the conference shall be to explain why the student is to be suspended or expelled from the activity and advise them as to what may be expected of the student and parents or guardians during the suspension or expulsion to justify the reinstatement of the student at the end of the suspension or expulsion.
 4. The school district will afford the student and his or her parents or guardians the right to challenge the decisions made by the principal and activities director. If the student and his/her parents or guardians wish to appeal the decision of the activities director and principal, they may do so in writing to the superintendent within five (5) school days of being notified of such suspension or expulsion of an activity. The decision of the superintendent will terminate the appeal procedure.
 5. During the time items B.1 - 4 are being carried out, the student shall not participate in any co-curricular or extra-curricular events. Whether the student will be allowed to continue to practice shall be at the discretion of the sponsor and the building principal and will be governed by the severity of the reasons for the suspension or expulsion.

Nebraska School Activities Association (NSAA) Rules:

In order to represent a high school in interscholastic activities competition, a student must abide by eligibility rules of the Nebraska School Activities Association (NSAA). A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule. NSAA Rules and Bylaws (and other information) can be found on its home page at www.nsaahome.org. Compliance with the rules will prevent your team, school, or community from being penalized.

2.2.1. Student must be an undergraduate.

2.2.2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

- 2.3.1. Student is ineligible if nineteen years of age before August 1 of current school year.
- 2.4.1. Student must be enrolled in some high school on or before the eleventh school day of the current year.
- 2.5.1. The student is enrolled in school and taking courses which will give him/her a minimum of 20 credit hours
- 2.5.2. Student must have been enrolled in school the immediate preceding semester. The student must have earned a minimum of 20 credit hours in the immediate preceding semester.
- 2.6.2.1. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
- 2.6.3. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.
If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
- 2.6.9.1. **Student eligibility related to domicile can be attained in the following manners:** If the change in domicile by the parents occurs during the school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- 2.6.9.2. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
- 2.6.9.3. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
- 2.6.10. If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- 3.1. 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 a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 12, 2024, and ends with the state meets. The winter sports season begins November 18, 2024, and ends with the state meets. The spring sports season begins March 2, 2025, and ends with the state meets.
- 3.5.1. 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.
- 3.6. A student shall not participate on an all-star team while a high school undergraduate.
- 3.7. A student must maintain his/her amateur status.
- 3.9.1. A student shall not participate in a contest under an assumed name.

Section 4 Academic Grade Standard for Activities Participation:

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore apply themselves academically by following these expectations:

Attend school regularly and show evidence of sincere effort towards scholastic achievement.

Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance. Attendance, for

the full day, the day of a contest is required to be eligible for the contest that day. Arrangements for extenuating circumstances, such as doctor appointments, funerals or other activities, can be made with the Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Academic Eligibility:

Any students in grades 6-12 who are failing two or more classes will be declared ineligible for the following school week (Monday through Sunday). Eligibility for each week will be determined on Thursday of the preceding week at 12:00 p.m. This will be a cumulative grade point average. Academically ineligible students will not be allowed to participate in activities with the team and will not travel with the team. Ineligible students will not participate in any school activities including, but not limited to, dances, awards, prom, etc. This does not affect practice, only performances in front of the public.

Section 5 Student Fees Policy:

Can be found at the back of this handbook.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Banner County School, and all others who interact with Banner County School are hereby notified that the Banner County School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities. Reference Board Policy 504.01R2.

Section 2 Designation of Coordinator:

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person who is designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Banner County School, PO Box 5, Harrisburg, NE 69345, (308) 436-5262

Law, Policy or Program	Issue or Concern	Coordinator
Title VII	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy:

Elimination of Discrimination. The Banner County School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Banner County School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Banner County School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment. For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment. Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual Harassment:

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.

- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment. Reference Board Policy 504.18 and 301.04.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance. Reference Board Policies 501.01R1 and 501.01E3.

Section 5 Notification of Rights Under FERPA:

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended.

A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

Federal law requires Banner County School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Banner County School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Banner County School will comply with any such request.

Section 7 Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Banner County School will give parents/guardians the following information about their child's classroom teacher:

- (A) Whether the student's teacher —
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification

or licensing criteria have been waived; and
(iii) is teaching in the field of discipline of the certification of the teacher.

- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
 - (i) attain English proficiency;
 - (ii) achieve at high levels within a well-rounded education; and
 - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Section 8 Student Privacy Protection Policy:

It is the policy of Banner County School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings.

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

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information:

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

Annual Parental Notification of Student Privacy Protection Policy:

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

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

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act). Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

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

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

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

Section 9 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

Banner County School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Banner County School’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.

6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Combined District and School

B. Title I Parental and Family Engagement Policy:

Banner County intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language that parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family member to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parent of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging

State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Education teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at

school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 Homeless Students Policy:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The School Secretary shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational services for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records,

proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Banner County School, and the homeless child continues to live in the Banner County School, transportation to and from the school or origin shall be provided by the Banner County School; and (2) if the homeless child lives in a school other than the Banner County School, but continues to attend the Banner County School based on it being the school of origin, the new school and the Banner County School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 11 Lunch Program:

Banner County School participates in the National School Lunch Program and meets eligibility guidelines. When required, application forms for free and reduced price meals will be sent to each household at the beginning of each school year. Applications may also be completed at any time during the year and are available at the school office.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX A

Patron and Parental Involvement

1005.07E1

BANNER COUNTY SCHOOL CLASSROOM VISIT REQUEST

We welcome your request to visit your child's classroom and appreciate your interest in his/her progress at Banner County Schools District No. 1. In order to make your visit beneficial, and to minimize any disruptions in the learning environment we ask that you understand and agree to our classroom visit guidelines. We feel this will be of the greatest benefit to your child and to the educational process.

1. Please arrange your visit with the classroom teacher or administrator.
2. We ask that your visit not exceed 1 hour per visit.
3. The classroom teacher or administrator may request that your visit be extended or terminated as needed.
4. We ask that you provide the information requested below in order to enable the teacher to better prepare for your visit and address any specific reasons or concerns.

NAME OF VISITOR: _____

DATE OF REQUESTED VISIT: _____

TIME OF VISIT: _____

CHILD YOU WISH TO OBSERVE: _____

RELATIONSHIP TO CHILD: _____

PURPOSE OF VISIT: _____

I agree to follow the guidelines of the classroom visit request.

_____ VISITOR _____ DATE

REQUEST GRANTED/DENIED: _____

_____ ADMINISTRATOR _____ DATE

REASON VISIT EXTENDED/TERMINATED: _____

PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____
 Name _____ Date of birth _____
 Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.
 Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature _____ Date _____

PREPARTICIPATION PHYSICAL EVALUATION THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5-14).

EXAMINATION			
Height	Weight	<input type="checkbox"/> Male	<input type="checkbox"/> Female
BP	/ (/)	Pulse	Vision R 20/ L 20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) 			
Eyes/ears/nose/throat <ul style="list-style-type: none"> Pupils equal Hearing 			
Lymph nodes			
Heart [†] <ul style="list-style-type: none"> Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI) 			
Pulses <ul style="list-style-type: none"> Simultaneous femoral and radial pulses 			
Lungs			
Abdomen			
Genitourinary (males only) [‡]			
Skin <ul style="list-style-type: none"> HSV, lesions suggestive of MRSA, tinea corporis 			
Neurologic [‡]			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional <ul style="list-style-type: none"> Duck-walk, single leg hop 			

[†]Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
[‡]Consider GU exam if in private setting. Having third party present is recommended.
[‡]Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

- Not cleared
- Pending further evaluation
 - For any sports
 - For certain sports
- Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

■ PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

Name _____ Sex M F Age _____ Date of birth _____

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared

Pending further evaluation

For any sports

For certain sports _____

Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

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APPENDIX C

Emergency Tornado Plan for Banner County School

In case it is necessary to evacuate classroom areas, the following plan will be used:

Preschool #111	Hall by Rest Rooms between classrooms
Kindergarten #112	Storeroom by office
First Grade #113	Hall by Rest Rooms between classrooms
Second Grade #114	Girls Locker Room
Third Grade #115	Girls Locker Room
Fourth – Fifth #116-117	Girls Locker Room
Title - SPED #118-119	Handicapped Rest Room
Band Room #140	Girls Locker Room
STEAM Lab #139	Boys Locker Room
Distance Learning #141	Boys Locker Room
Mr. Geary #142	Boys Locker Room
Miss. Bohac #143	Boys Locker Room
Mrs. Hilbert #144	Boys Locker Room
Kitchen #146	Kitchen Rest Room
Lunch Room #148	
Elementary	Girls Locker Room
Secondary	Boys Locker Room
Mrs. Parsons #149	Hallway by the shop
Mr. Gifford #151	Hallway by the shop
Library #147	Rest Rooms by Office
Mr. Lemoine #153	Rest Rooms by Office
Mrs. Knaub #155	High School Girls Rest Room
Ms. Boettcher #152	Rest Rooms by Office
Mrs. Groves #154	Hallway by the shop
Ms. Villagrana #154	High School Boys Rest Room
PE (gym) #120-121	Locker Rooms as Needed.
PE classes should not go outside or to the old gym during a tornado watch.	
Office #101-104	Office Rest Room, Storage Room #105 or Vault

Teachers take Class List and Red Folder to shelter location.

Office staff take Radios and Cell Phone.

If, and when, the warning is given, teachers and their students should proceed to their designated areas as quickly and quietly as possible and remain until an all clear signal is given by the school authorities.

“TORNADO WATCH”

ALL CALL OVER PA

“TORNADO WARNING”

ALL CALL OVER PA

Acceptable Use of Computers, Technology and the Internet

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

Technology Protection Measure

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.
2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

Appropriate Internet Behavior On Social Websites

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Student Use

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 19) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 19 years old) must provide the Superintendent with a written request.

Staff Use

A written staff agreement form will be required for all employees having access to electronic media. Staff-

shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

Community Use

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Unauthorized Costs or Passwords

If it is determined that a student has committed the school district to an expenditure of funds for unauthorized or unapproved purposes, it shall be the policy of the school district to seek reimbursement and full restitution from the student or his or her parents or guardian. If excessive school funds were committed by a staff member, restitution will be made by the staff member.

The network administrator, in conjunction with the user, may authorize the use of passwords. If it is determined that a user attempts to use an unauthorized password he or she may be denied or limited in the use of the school district's computers.

A school administrator or a student's teacher may temporarily suspend a student from use of the school district's computers for unsupervised or research purposes until the situation has been presented and acted upon by the review panel.

To Parents and Guardians,

Banner County School students use a G Suite for Education to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

G Suite for Education includes "Additional Services," such as Google Maps, Google Photos, Google Earth, and YouTube, which require parental permission, according to the Children's Online Privacy Protection Act (COPPA).

Google does not use any personal information (or any information associated with a G Suite for Education Account) to target ads when students access their G Suite for Education account. Google will not share student names, emails, or passwords with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent.

- With Banner County School.
- For legal reasons, investigation of potential violations, or to address fraud, security, or technical issues required or permitted by law.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html.

Please Retain: Full Size Forms Available

The Board of Education of Banner County Public Schools adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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

A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

B. Listing of Fees Charged by this District.

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

Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The District will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

5. Extracurricular Activities.

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The District may require students to furnish musical instruments used in connection with extra-

curricular activities, or charge a reasonable fee for the use of such instruments. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

6. Postsecondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such postsecondary courses. However, for a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School Services.

The District will charge reasonable fees for participation in before-and-after-school services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

12. Musical Instruments. The District may require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Student Fee Fund.

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the 10th day of June, 2024, the Board of Education of Banner County Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2024-2025 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Superintendent of Schools or Other
Authorized School Representative

Date of Adoption: _____

Administrative Regulation

The following list details the fees charged of students, and the kinds of supplies and materials students are expected to provide for participation in various programs and activities.

Students who wish to have particular fees waived must submit a fee waiver application to the office of Superintendent of Schools prior to the beginning of the activity. If the waiver is not applied for prior to the beginning of the activity, the waiver will be denied.

Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade need to provide for his/her use.
- Students in junior high and high school must provide their own personal and consumable supplies including but not limited to paper, pens, erasers, computer discs, CD-Rs, CD-RWs and the like.
- Activity Ticket (elementary) \$ 8.00
Covers admission to all extracurricular events
- Student participation fee (jr. hi. / sr. hi.) \$ 10.00
Required of all students who participate in athletics and/or other extracurricular activities
- Industrial Technology Classes students must provide their own materials and supplies
- Family and Consumer Science Classes students must provide their own materials and supplies
- Band students must provide their own instruments and marching band shoes
- Football students must provide their own football shoes, undergarments, and mouth guards
- Track, Volleyball, Wrestling and Basketball students must provide their own shoes, undergarments and practice clothing
- Dual Credit Courses students must pay the tuition fees set by the post-secondary institution

Student Fee Waiver Application

Banner County School District will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools prior to the beginning of the activity.

Part 1: Name of the child on who's behalf you are requesting a fee waiver: _____

Part 2: Specific fee(s) for which you are requesting a waiver: _____

Part 3: Eligibility. Select ONE of the following:

- a. Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

- b. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
 - A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
 - An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.
- c. Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level, please check here.

Please complete the following:

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the name of the person who received the income, the date it was received, how much was received and how often it was received.

Acceptable documentation includes:

Jobs: Current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as ledger or tax books.

Social Security, Pension or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4. Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign here: _____

Date: _____

1. Name (list everyone in your household)	Last month's income and how often it was received Example: \$100/monthly \$100/twice a month \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	\$ _____/	\$ _____/	\$ _____/	\$ _____/	<input checked="" type="checkbox"/>
	\$ _____/	\$ _____/	\$ _____/	\$ _____/	<input type="checkbox"/>
	\$ _____/	\$ _____/	\$ _____/	\$ _____/	<input type="checkbox"/>
	\$ _____/	\$ _____/	\$ _____/	\$ _____/	<input type="checkbox"/>

APPENDIX F

STUDENT HEALTH INFORMATION

STUDENT NAME: _____

GRADE: _____ AGE: _____

PHONE NUMBERS: HOME _____ WORK _____ CELL _____

If student is on any routine medications please list:

Do we need to give it at school? _____

ALLERGIES: _____

ANY CHRONIC HEALTH PROBLEMS SUCH AS EYESIGHT, HEARING, ASTHMA, DIABETES, ETC.:

WHO TO CONTACT IN EMERGENCY IF PARENT CANNOT BE REACHED:

I hereby grant permission for Banner County Personnel to dispense non-prescription medication when deemed necessary for the well being of above named child. I grant permission for information regarding allergies, asthma, etc., to be given to teachers. I grant permission in the event that an illness or accident might occur when a parent is not available, for the school to secure medical attention.

Any exceptions to this permission? _____

PARENT'S or GUARDIAN'S SIGNATURE

THANK YOU FOR YOUR HELP

Receipt of 2024-2025 Student-Parent Handbook of Banner County School

This signed receipt acknowledges receipt of the 2024-2025 Student-Parent Handbook of Banner County School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist that should be used to responding to harassment or discrimination. The undersigned, as parent and student agree to all contents contained in the handbook.

DRUG-FREE SCHOOLS STATEMENT: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING BANNER COUNTY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Troy Holmberg, Principal

BCHS School Song

*Three cheers for ole Harrisburg High
Our boys (girls/teams) are fighting never say die
Send a hearty cheer on high
Shake down the thunder from the sky.
Whether the odds be great or small
Ole Harrisburg High will win overall
As our loyal boys (girls/teams) go marching
Onward to victory; rah, rah!*

