

PONCA PUBLIC SCHOOLS

STUDENT/PARENT

HANDBOOK

2019-2020



PONCA PUBLIC SCHOOLS MISSION STATEMENT

Ponca Public School is committed to building a solid educational foundation for all individuals by providing a quality learning environment and promoting standards of excellence.

BOARD OF EDUCATION

President, Kenton Book

Vice President, Monti Burki

Members: John Gill, Philip Kramper, Richard Dohma, Shawn Fethkenher

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WELCOME

The Board of Education of Ponca, Nebraska, provides this parent/student handbook as a guide to the operating procedures of the school district. Your input is welcome.

The intent of this handbook is to state the policies and purposes prevalent at Ponca School District. It is designed to give an insight into the organization, history, purposes of the school, to promote better student-teacher-parent relations, and to extend the fullest, most productive education to our students.

INTRODUCTION

Each year the Board of Education shall adopt a Parent-Student Handbook. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and shall control over any earlier-adapted Board policy to the extent of a conflict. This handbook of policies has been compiled for the benefit of the parents, students, and faculty of Ponca School District #1. The purposes are as follows:

- A. To inform parents, students, and employees of the policies and routine regulations of the school.
- B. To aid the students in the selection of courses.
- C. To provide a standard which will serve as a guide to better understanding between students and teachers.
- D. To help the student become a good citizen and member of his community.

ACCREDITATION

Ponca School District #1 is an accredited school system as determined by the Nebraska Department of Education. This accreditation is determined each year by the curriculum offerings, qualifications of teachers and administrators, and various other factors which are required by the State of Nebraska.

PHILOSOPHY OF EDUCATION

Ponca School seeks to provide opportunities for the growth, development, and maturity of the mental and physical characteristics of each student within its realm of influence. Increasing demands for knowledge and skills in ever broadening areas and fields make it imperative that each individual receive special guidance and assistance in the selection of a study program adapted to his/her background aptitude and abilities.

It is believed that each ability level should be challenged so as to give opportunity for the development of desirable moral, social and spiritual values acceptable to our families, community and country.

The responsibility of the school and its educational program is to aid individuals in becoming mature citizens who are willing to take their place in society as constructive contributors, interested in the improvement of the community in which they live.

It is believed that the goals and the functions of the school can be attained only when the educational system maintains order and discipline through exercise of authority by the school personnel. It is recognized that the ultimate goal of discipline is to develop self-disciplined individuals.

The entire program is a cooperative one that encourages and invites suggestions and cooperation from parents and citizens of the area which we serve.

All worthwhile educational achievements require qualified staff members who are devoted and dedicated to the task of training young people. To accomplish the desired outcomes there must be adequate physical facilities and instructional equipment at the disposal of the teaching staff. It is recognized that the implementation of an acceptable educational program costs money. The Board of Education seeks to recognize their responsibilities for the education of children and to the taxpayer who supports the program.

It is the purpose of this school to meet the needs of the students of the community within the limits of a reasonable and practical program, keeping in mind that in the financial program, the program determines the budget rather than the budget determines the program

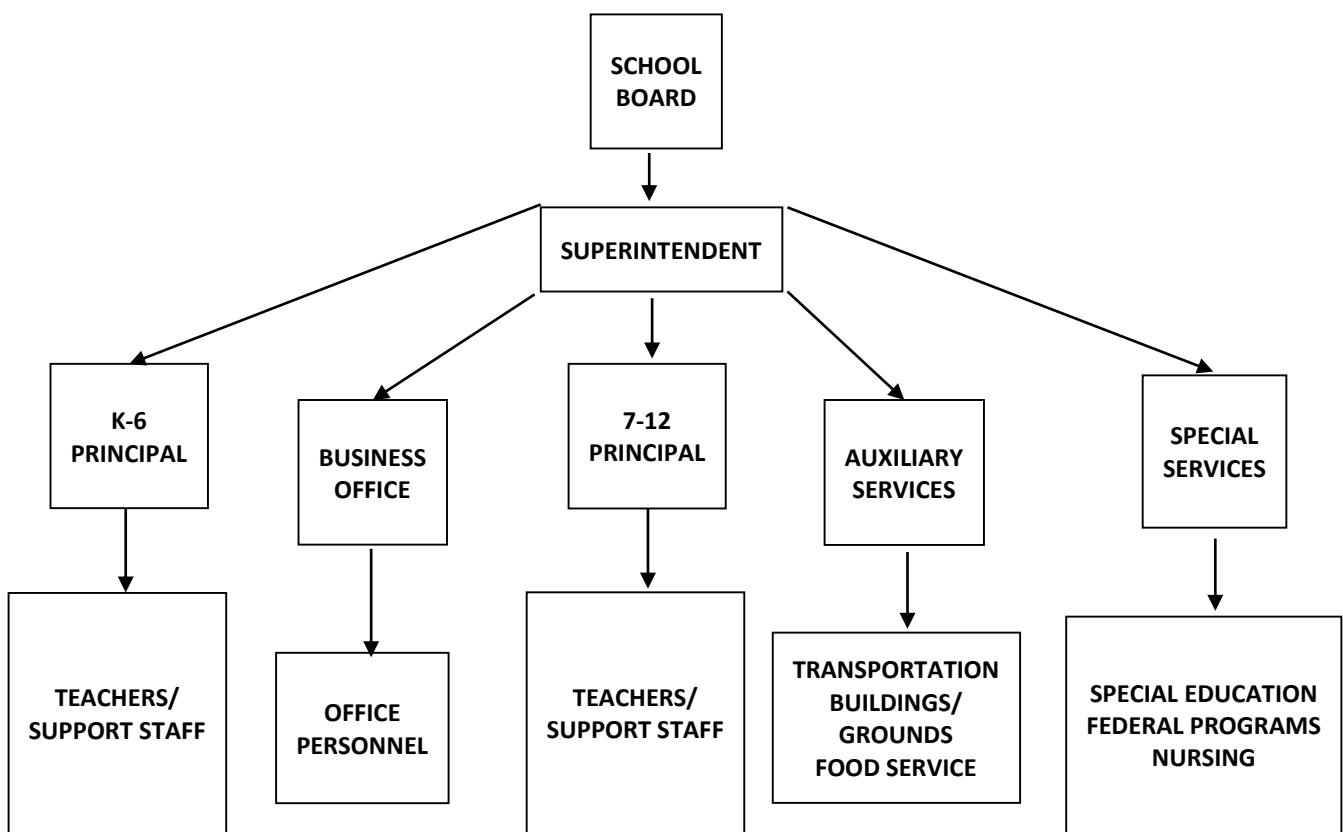
The school board and the superintendent welcome constructive suggestions.

SCHOOL PURPOSES AND OBJECTIVES

The following purposes or objectives will be used to attain our philosophy:

1. To provide a curriculum designed to fulfill the current and continuing needs of the students.
2. To provide an opportunity for each student to understand the rights and duties of citizens for participation in a democratic society.
3. To promote self-discipline with consideration for the rights of others.
4. To provide opportunities in fine arts and athletics which will in turn promote proper use of leisure time.
5. To encourage curiosity and creativity to the extent that school may be both a challenge and an enjoyment to all.
6. To promote a positive relationship between the home, students, and faculty.
7. To provide an opportunity for each student to examine any issue objectively and freely, and to come to a rational conclusion.
8. To develop a high sense of moral and ethical values.
9. To help students establish goals and help them realize the effort it will take to attain them.

LINE OF AUTHORITY



STAFF DIRECTORY

Administration

Jody Phillips.....	Superintendent of Schools
Robert Hayes.....	Grades PK-6 Principal/District Athletic Director
Derek Lahm.....	Grades 7-12 Principal Activities Director

Bus Drivers

Robert Hayes.....	Substitute Driver
Grant Jager.....	Route Driver
Randy Lukken.....	Activity Driver
Karen MacLaren.....	Route/Activity/Substitute Driver
Dave Nelson.....	Activity/Substitute Driver
Darrell Roland.....	Route/Activity Driver
Annette Schnoor.....	Route/Activity Driver
Nancy Wimmer.....	Route Driver
Trevin Wimmer.....	Route Driver

District Technologists

Kristie Hayes.....	Technology Coordinator
Andy Stark.....	Technology Coordinator

District Librarian

Rebecca Irwin.....	Librarian Ponca and Jackson Schools
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District Nurse

Shelia Herfel.....	School Nurse Ponca and Jackson Schools
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District Maintenance/Custodial

Janet Hoffman.....	Custodial
Caleb Foulks.....	Maintenance
Mary Granato.....	Custodial
Trevin Wimmer.....	Maintenance

Food Service

Kristi Goetz.....	Food Service Manger Ponca School
Lynelle Krohn.....	Food Service Ponca School
Karen MacLaren.....	Food Service Ponca School
Sadie Wehmeyer.....	Food Service Ponca School
Vicky Murphy.....	Food Service Jackson School
Kelli Socknat	Food Service Manger Jackson School

Guidance

Cindy Anderson.....	Elementary Guidance
Fran Hessler.....	Secondary Guidance
Hannah Fuchs.....	School Psychologist (ESU #1)

Office Personnel

Patti Boyle.....	Ponca Elementary Secretary /Food Service Accounts
Jeanne Brandt.....	Ponca Secondary Secretary
Susan Fox.....	Guidance/Ponca Education Foundation Secretary
Sue Gill.....	Jackson Elementary Secretary
Lorrie Huston.....	Business Manager
Ashley Uthof.....	Ponca Elementary Secretary

Para Professionals

Linda Anderson.....	Para-Educator Jackson Elementary
Sandy Finseth.....	Para-Educator Jackson Elementary
Rachel Goetz.....	.Para-Educator Ponca Secondary
Stacy Heald.....	Para-Educator Jackson Elementary
Kamber Hogan.....	Para-Educator Jackson Elementary
Lisa Hohenstein.....	Para-Educator Ponca Elementary
Cheri Janssen.....	.Para-Educator Ponca Secondary
Sandy Jensen.....	Para-Educator Ponca Elementary
Marilyn Peters.....	Para-Educator Jackson Elementary
Annette Schnoor.....	Para-Educator Jackson Elementary
John Street.....	Para-Educator Ponca School Library
Stacey Swick.....	.Para-Educator Ponca Elementary
Cathy Velez.....	Para-Educator Ponca Elementary

Sponsors/Coaches

Activities Director.....	Derek Lahm
Athletic Director.....	Robert Hayes
Yearbook.....	Lisa Balvantin
Cheerleading.....	.LaRita Stewart
Class Sponsor Grade 7.....	Mallory Wortmann
Class Sponsor Grade 8.....	Keith Trusty
Class Sponsor Grade 9.....	Carol Ryan
Class Sponsor Grade 10.....	David Christensen
Class Sponsors Grade 11.....	Ryan Olander
Class Sponsor Grade 12.....	.Lisa Balvantin
Future Business Leaders of America.....	Suzette Curry
Jazz Band.....	Jessica Steckly
Junior High Boys Basketball.....	Mike Brandt
Assistant Junior High Boys Basketball.....	Mari Sprakel
Junior High Boys Football.....	Mike Brandt
Assistant Junior High Football.....	TBD
Junior High Cross Country.....	Kory Pfister
Junior High Track.....	Zane Webb
Assistant Junior High Track.....	Kory Pfister
Assistant Junior High Track.....	Jeff Peters
Junior High Boys Wrestling.....	Joshua Curry
Junior High Girls Basketball.....	Tricia Hoffman
Assistant Junior High Girls Basketball.....	
Junior High Girls Volleyball.....	Mari Sprakel
Assistant Junior High Girls Volleyball.....	Andrea Stewart
National Honor Society.....	Rebecca Irwin
One-Act Directors.....	Adam Webb and Rebecca Irwin
Speech Coach.....	Kristin Reuter
Student Council Sponsors.....	Fran Hassler and Lisa Wenger
Swing Choir.....	Adam Webb
Varsity Boys Basketball.....	Adam Poulosky
Assistant Varsity Boys Basketball.....	David Christensen
Assistant Varsity Boys Basketball.....	Matt Euse
Varsity Girls Basketball.....	Robert Hayes
Assistant Varsity Girls Basketball.....	Ryan Olander
Assistant Varsity Girls Basketball.....	Jared Curry
Varsity Cross Country.....	Kory Pfister
Varsity Football.....	Troy Evans
Assistant Football.....	John Stroud
Assistant Football.....	Ryan Olander

Varsity Golf.....	Adam Simington
Assistant Varsity Golf.....	Phil Lowe
Varsity Girls Softball.....	Shannon Webb
Assistant Varsity Girls Softball.....	Katie Keifer
Varsity Boys Track.....	Troy Evans
Varsity Girls Track.....	Jamie Hamar
Assistant Track.....	David Christensen
Assistant Track.....	Jessi Walsh
Varsity Volleyball.....	Paige Green
Assistant Volleyball.....	David Christensen
Assistant Volleyball.....	Kelsey Fields
Varsity Wrestling.....	Joshua Curry
Assistant Varsity Wrestling.....	Ryan Parker

Teachers

Pat Anderson.....	Title 1
Lisa Balvantin.....	English Grades 8-12
Dacia Beyke.....	Family and Consumer Science Grades 7-12
Mike Brandt.....	Social Studies Grades 8-12
Lindsay Burrell.....	Resource Grades 3-6
Jill Camargo.....	Spanish Grades 9-12
Stacey Carnell.....	Math Grades 5 & 6
David Christensen.....	Mathematics Grades 7-12
LeAnn Curry.....	Kindergarten
Suzette Curry.....	Business & Technology Grades 7-12
Troy Evans.....	Physical Education Grades 5-12
Mishelle Fields.....	Grade 4
Tricia Hoffman.....	Grade 1
Katie Kiefer.....	Grade 2
Paula Larsen.....	Mathematics Grades 8-12
Samantha Mennenga.....	PreSchool
Ryan Olander.....	Industrial Technology Grades 7-12
LuAnn Peterson.....	Resource Grades K-2
Kory Pfister.....	Language Arts Grades 5 & 6
Staci Pridie.....	Grade 1
Adam Poulosky.....	Social Studies Grades 7-12
Kristin Reuter.....	English Grades 7-11
Carol Ryan.....	Resource Grades 9-12
Tamara Schram.....	Music Grades PK-2
Adam Simington.....	Grade 3
Mari Sprakel.....	Grade 2
Jessica Steckly.....	Instrumental Music Grades 5-12
Andrea Stewart.....	Resource Grades 7-12
LaRita Stewart.....	Science Grades 5 & 6
John Stroud.....	Grade 4
Jessica Templeman.....	Grade 3
Joann Todd.....	Kindergarten
Keith Trusty.....	Biology and General Science Grades 7-12
Jessi Walsh.....	Keyboarding Grades 3-6/Physical Education Grades PK-8
Adam Webb.....	Vocal Music Grades 3-12
Shannon Webb.....	Math & Science Grades 7-9
Zane Webb.....	Social Studies Grades 5 & 6
Lisa Wenger.....	Art Grades 3-12
Mallory Wortmann.....	Physical Sciences Grades 9-12

BELL SCHEDULES

Regular School Day	PLC Late Start Mondays
Students may enter the building 8:00 a.m.	Students may enter the building 9:00 a.m.
First Bell 8:05 a.m. Period 1 8:10 a.m.-9:00 a.m. Period 2 9:04 a.m.-9:54 a.m. Period 3 9:58 a.m.-10:48 a.m. Period 4 10:52 a.m.-11:42 a.m. First Lunch 11:42 a.m.-12:09 Period 5 11:45 a.m.-12:35 Second Lunch 12:35 p.m.-1:02 p.m. Period 5 12:09 p.m.-12:59 p.m. Period 6 1:02 p.m.-1:52 p.m. Period 7 1:56 p.m.-2:46 p.m. Period 8 2:50 p.m.-3:40 p.m.	First Bell 9:05 a.m. Period 1 9:10 a.m.-9:45 a.m. Period 2 9:49 a.m.-10:24 a.m.. Period 3 10:28 a.m.-11:03 a.m. Period 4 11:07 a.m.-11:42 p.m. First Lunch 11:42 a.m.-12:09 p.m. Period 5 11:45 a.m.-12:35 p.m. Second Lunch 12:35 p.m.-1:02 p.m. Period 5 12:09 p.m.-12:59 p.m. Period 6 1:02 p.m.-1:52 p.m. Period 7 1:56 p.m.-2:46 p.m. Period 8 2:50 p.m.-3:40 p.m.
Two Hour Late Start	1:30 Early Out
Students may enter the building 10:00 a.m.	Students may enter the building 8:00 a.m.
First Bell 10:05 a.m. Period 1 10:10 a.m.-10:54 a.m. Period 4 10:58a.m.-11:42a.m. First Lunch 11:42 a.m.-12:09 p.m. Period 5 11:45 a.m.-12:35 p.m. Second Lunch 12:35 p.m.-1:02 p.m. Period 5 12:09 p.m.-12:59 p.m. Period 2 1:02 p.m.-1:30 p.m. Period 3 1:34 p.m.-2:02 p.m. Period 6 2:06 p.m.-2:34 p.m. Period 7 2:38 p.m.-3:06 p.m. Period 8 3:10 p.m.-3:40 p.m.	First Bell 8:05 a.m. Period 1 8:10 a.m.-8:42 a.m. Period 2 8:46 a.m.-9:18 a.m. Period 3 9:22 a.m.-9:54 a.m. Period 6 9:58 a.m.-10:30 a.m. Period 7 10:34 a.m.-11:06 a.m. Period 4 11:10 a.m.-11:42 a.m. First Lunch 11:42 a.m.-12:09 Period 5 11:45 a.m.-12:35 Second Lunch 12:35 p.m.-1:02 p.m. Period 5 12:09 p.m.-12:59 p.m. Period 8 1:02 p.m.-1:30 p.m.
PLC Late Start Mondays & Character Meetings	Lunch Dismissal
Students may enter the building 9:00 a.m.	Dismissal for lunch will be by grades as indicated below. Please do not release students to leave your classroom until it is their grade level's time to be dismissed for lunch.
First Bell 9:05 a.m. Period 1 9:10 a.m.-9:45 a.m. Period 2 9:49 a.m.-10:24 a.m.. Period 3 10:28 a.m.-11:03 a.m. Period 4 11:07 a.m.-11:42 p.m. First Lunch 11:42 a.m.-12:09 p.m. Period 5 11:45 a.m.-12:35 p.m. Second Lunch 12:35 p.m.-1:02 p.m. Period 5 12:09 p.m.-12:59 p.m. Character Meetings 1:02 p.m.-1:17 p.m. Period 6 1:21 p.m.-2:05 p.m. Period 7 2:09 p.m.-2:53 p.m. Period 8 2:57 p.m.-3:40 p.m.	Bell #1 11:41 or 12:34 Seniors/Juniors Bell #2 11:42 or 12:35 Sophomores/Freshmen Bell #3 11:43 or 12:36 Grade 8/Grade 7

GENERAL SCHOOL INFORMATION

STUDENT CREED

As a student at Ponca School District #1, I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior. Therefore, I shall attempt at all times:

1. To exhibit good manner, good speech, good sportsmanship, and friendliness toward all.
2. To strive for high scholastic standing and to support school activities to the best of my ability.
3. To honor, respect, and cooperate with my school, my teachers, my fellow students and my community.

STUDENT CURRICULUM

- A. The student curriculum for the elementary and secondary schools is printed in a separate curriculum guide available from the Principals for the respective schools. Copies are available to students and their parents by picking them up at the office.
- B. The minimum load in high school shall be 30 credits per semester for band and/or chorus students and 35 credits per semester for non-band/chorus students.

THE INSTRUCTIONAL PROGRAM

The instructional program shall consist of a minimum of 1080 hours of instruction for junior and senior high school students (grades 7-12), a minimum of 1032 hours of instruction for all elementary students in grades 1-6, and a minimum of 400 hours of instruction for kindergarten. The required hours shall be exclusive of time scheduled for lunch.

Time that students are excused from the regular classroom setting to participate in activities for which the school assumes sponsorship will be counted as instructional time if the school building remains open with classes in session during that time.

The administration shall regulate according to school policy the instructional time utilized by students and faculty for school sponsored activities. Time utilized for such activities in the secondary school shall not be excessive and shall not exceed 10% of the total instructional time scheduled.

Absences must be cleared through the Principal's Office in advance whenever possible. In addition, absences from the instructional program due to school related activities will require that the student is earning passing grades in the classes to be missed and that all work to be missed is made up in advance of the absence.

Students will be excused from instructional hours only for valid reasons such as student health problems, medical or dental appointments, death in the family, family trips, college and/or employment visitations, and farm work at home on rare occasions. Students having special reason for absence, contact the Principal in advance.

STUDENT CLASSIFICATION

- A. Students will be classified according to the following academic credits earned:

Sophomore	60 credits
Junior	120 credits
Senior	180 credits

- B. Promotion requirements for Junior High:

One unit for Junior High course is equivalent to a daily class period. The following is the list of classes required by Junior High students and their value in units based on the amount of time they meet each school year.

7th Grade

English	1
Science	1
Social Studies	1
Math	1

8th Grade

English	1
Science	1
Social Studies	1
Math	1

P.E.	1	P.E.	1
Keyboarding	1/5	Keyboarding	1/5
Art	1/5	Art	1/5
Industrial Technology	1/5	Industrial Technology	1/5
Spanish	1/5	Spanish	1/5
Study Skills	1/5	Life Skills	1/5
TOTAL CREDITS	6		6

In order for a student to be promoted from grades 7 and 8, they will have successfully earned at least 4 3/5 units during the school year. Other factors that may be considered are ability, achievement, effort, attendance, progress during the year, age, and number of times the grade has been repeated.

GRADUATION REQUIREMENTS

To participate in commencement exercises or receive a Ponca Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Ponca Public Schools must accumulate 230 hours. Music credits will be given as follows, band - 5 per year, and chorus - 5 per year. The total graduation requirements must include the following core curriculum:

<u>Curricular Area</u>	<u>Credit</u>
Language Arts	40
Math	30 (inc. Algebra 1 & Geometry)
Science	30 (inc. Earth Science, Biology, Physical Science)
American History	10
American Government	10
World Geography	5
World History	10
Economics & Financial Literacy	5
Physical Education	15
Health	5
Electives	70

Graduation ceremonies will be held at the School.

- A. Transfer students from schools requiring less than 230 credits to graduate will be eligible for graduation depending on the year that they transfer and according to a combination of requirements of the two schools.
- B. All parents of seniors enrolled will receive a letter at the beginning of the school year explaining the number of credits required for graduation and the number of credits earned to date.
- C. Both curriculum and graduation requirements will be adjusted for those students identified as having special learning disabilities.
- D. To have the opportunity to learn the content measured on the Nebraska State Assessments, students must enroll in the following classes before the end of their third year in high school: Algebra, Geometry, Earth Science, Biology, and Physical Science.

CLASS RANK AND GRADUATION

Grade point average (G.P.A.) shall be maintained for the 9th through 12th grades. High School courses taken prior to 9th grade are considered for G.P.A. purposes. Band and chorus grades are not included in G.P. A.

Pass\fail grades will be assigned to those courses in which students are granted credit when they begin attending Ponca.

Class rank is maintained for the 9th through 12th grades. Class rank is based on the Ponca Public Schools G.P.A. To be considered for class ranking and any honors or awards which are based on class rank or G.P.A. (e.g., Valedictorian), students must complete a minimum of two semesters of attendance at Ponca Public Schools. To receive a diploma from Ponca Public Schools students must complete at least 30 credit hours of courses taken at Ponca Public Schools and students who have transferred from a school which is not accredited or approved must earn a minimum of two years' credit in an approved or accredited senior high school, grades 10-12, with the final semester's credit being earned in this school district.

All students (9-12) will be ranked at the end of each semester. Honor students for graduation will be determined at the end of the 7th semester. The student ranked number one is recognized as Valedictorian and the student ranking number two is recognized as Salutatorian.

GRADUATION REQUIREMENT TIMELINE

In that it is an earned privilege to participate in commencement exercises, students who have met the credit requirements for a Ponca High School diploma by the end of the school day (4:00 p.m.) prior to practice for the scheduled event, may participate in the graduation ceremony. Students who have not met the requirements for a Ponca High School diploma may be granted the current year high school diploma upon meeting the credit requirements prior to the first day of the next school year.

EARLY COMPLETION PLAN

Ponca Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

- (1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the Ponca Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Ponca Public Schools. Students transferring into Ponca Public Schools may transfer in hours that are listed on their official Transcript.
- (2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.
- (3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
- (4) Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- (5) Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.
- (6) The Board of Education will make the final decision in regards to an applicant's early completion at the April board meeting of the applicant's Junior year. The applicant and his or her parents/guardian must be present at this meeting in order for the board to take action.
- (7) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.
- (8) A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.
- (9) This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

TEACHER HELPERS

Students maintaining at least a B cumulative average (85%) will be eligible to be teacher helpers. Students, who are helpers on a regular basis, three or more days per week, will be given 1 credit per year.

ACADEMIC GRADE

Each student in grades K-1 will earn a letter grade on their report card each quarter for each class he/she is enrolled in. Each student in grade 2-12 will earn a percentage grade each quarter for each class he/she is enrolled in. Semester grades will be computed using each quarter grade as 40% and the semester test grade as 20%. The semester grade must be 70% or better to obtain credit in a class.

1. Grades K-1, E Excellent
 S Satisfactory
 I Improving
 N Needs Improvement

- E (Excellent) The student completes superior work and demonstrates thorough understanding of the subject matter.
- S (Satisfactory) The student produces work of good quality and demonstrates an understanding of the subject matter.
- I (Improving) The student produces inconsistent work, but demonstrates some evidence of growth.
- N (Needs Improvement) The student's work demonstrates that little growth is taking place.

2. Grades 2-12 A 93-100 D 70-76
 B 85-92 F Below 70
 C 77-84 I Incomplete

- A (93-100) The student completes work of superior quality and demonstrates thorough understanding of the subject matter.
- B (85-92) The student completes work of good quality and demonstrates an understanding of the subject matter.
- C (77-84) The student produces acceptable work and demonstrates a basic understanding of the subject matter.
- D (70-76) The student produces inconsistent work, but demonstrates a basic understanding of the subject matter.
- F (Below 70) The student's work demonstrates that little growth is taking place.
- I (Incomplete) The student has not completed required assignments, projects, quizzes, tests, etc. Students having incomplete daily work will be required to complete it in a scheduled before or after school study session within five (5) days of the assignment due date. In the case of extended absences, all incomplete work for a grading period must be made up within two weeks following the final day of the term. Exceptions may be made for special circumstances at the discretion of the administration. Teachers are allowed a reasonable grade period to grade and record incomplete work.

3. K-4 Music, K-6 Physical Education and 4-6 Keyboarding (Letter Grade)

- E Excellent
S Satisfactory

I Improving
N Needs Improvement

4. 5-12 Music and 7-8 Physical Education (Percentage Grade)

A	93-100	D	70-76
B	85-92	F	Below 70
C	77-84	I	Incomplete

For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.

Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.

1. Achievement in relation to class objectives.
 2. Class participation.
 3. Mental ability of student in relation to the total class and required work.
 4. Evidence the student is exceeding the class requirements and delving further. On absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.
- All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, comments (if instructor desires).

HOMEWORK

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; and to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher. Work not completed during the school day is not considered homework, but rather, the completion of assigned school work.

SEMESTER TESTS

At the end of each semester, days will be set aside for semester/quarter tests in grades 7 to 12. At the end of the first semester, all 9-12 students are required to write semester tests. At the end of the second semester, 9-12 students who have not exceeded the allowable eight absences per class for any reason (excluding school-sponsored activities), meet the student regulations (as stated below), participate in the review, are enrolled in a two semester class or a single semester class that is scheduled only second semester, may choose to be exempt from semester tests in classes with a semester average of 85% or higher. A student, who is exempt from semester test, may choose to write the test and has the option of including the semester test grade in the semester average. The semester average is the average earned in the class up to the semester testing days. Semester tests may not count more than 1/5 of the semester grade. Students in grades 12 are excused from taking second semester tests due to their early release from school. The 7th grader will have quarter tests. The 8th graders will have first and second quarter tests and have a semester test for the second semester. The 7th and 8th grade tests will count as much as any regular test, at the discretion of the teacher.

*Student Regulations for Waiving the Second Semester Test

1. 85% average or higher per class.
2. In attendance in each class with no more than eight allowable absences per class. Students having doctor(s) notes does not excuse the absence for semester test purposes. However, doctor(s) notes are important in that they excuse a student from possibly losing credit for courses once a student misses more than the allowable eight absences per class.
3. No In-School or Out-of-School Suspensions.
4. No cheating or plagiarism violations.
5. No more than one detention for the entire semester.
6. No more than two total tardies per class per semester. Three or more tardies in a class requires the student to write semester final tests in only the class(es) that they exceeded the tardy policy.

INCOMPLETES

Students having incomplete daily work may be required to complete it in a scheduled before or after school study session within five (5) days of the assignment due date. In the case of extended absences, all incomplete work for a grading period must be made up within two weeks following the final day of the term. Exceptions may be made for special circumstances at the discretion of the administration. Teachers are allowed a reasonable grade period to grade and record incomplete work.

HONOR ROLLS

There will be an "A" Honor Roll for students who earn all grades of "A" on their report cards and a "B" Honor Roll for students who earn all grades of "B" or higher on their report cards. Honor rolls will be figured at the end of each nine-week period and also at the end of each semester. Grades used in figuring honor rolls will be for scholastic subjects for which credit is given. All honor roll lists will be released for publication.

CLASS ORGANIZATION

Each class will elect a president, vice-president, secretary-treasurer, and two student council representatives as prescribed by the Student Council. These officers will keep accurate records and plan the activities of the year. All money earned shall be deposited in the school activity fund for which a receipt will be given. Class record books should be obtained from the Business Office each year.

ATTENDANCE AND EXCESSIVE ABSENTEEISM

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. **Attendance and Absences.**

1. **Circumstances of Absences - Definitions.** The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

- a. **School Excused.** Any of the following circumstances that lead to an absence will be identified as *School Excused* absence provided the required attendance procedures have been followed.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.

- b. **Not School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. **Absence Procedure.** In its student information system, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. **Mandatory Ages of Attendance.** A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Ponca Public Schools or resides in the Ponca Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.
- At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:
- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district

and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance law. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child
- (ii) Educational counseling;
- (iii) Educational evaluation;

- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refused to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

- a. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

MAKE-UP WORK

Make-up work for students who are absent from school shall be governed by guidelines developed by the Superintendent or Superintendent's designee. The Guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below; which are the Superintendent's guidelines, or such other guidelines as approved from time to time by the Superintendent or the Superintendent's designee.

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family, participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parent requested prearranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, family trip, college visit), the student is responsible a) for requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by the due date.

The date when make-up work is due will be determined by the Principal, with two (2) days, being allowed for each day absent up to a maximum of ten (10) days. Students who plan to miss school due to scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

At the beginning of each semester, or during the semester for students who enter during the semester, a) the principal will provide students with information about the district regulations for absences and make-up work and b) teachers will explain the procedures students should use for requesting assignments and completing make-up work in their courses.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

ATTENDANCE DURING SCHOOL DAY (DISMISSELS AND FIELD TRIPS)

Students may not be permitted to leave school prior to the regular dismissal time except by permission of the Principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone

other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has been first secured. If any police or court official requests the dismissal of a student, the student's parents should be notified as soon as possible.

Field trips or excursions off school grounds must have the approval of the Principal in advance and administrative requirements may be established for such activities.

SCHOOL CANCELLATION

- A. It is the policy of the Board of Education that the Superintendent of Schools must make the decision of when school is to be canceled due to bad weather. This decision is not an easy one to make and is one which has to be made by 7:00 a.m. It will be based on radio weather reports, weather conditions between 5:30 a.m. and 7:00 a.m. and actual road conditions at the time.
- B. If school is canceled, it will be canceled for all day and for all grades. Announcements concerning school cancellations will be made on all local radio and television stations and through use of the school messenger emergency calling system. If you receive a call from the school, please listen to your voicemail as School Reach will leave the message on your telephone. This would apply to cancellations of school activities as well.

EMERGENCY DISMISSAL

In the event the weather gets bad during the school day and it is necessary to dismiss early an announcement will be made on the radio and television stations. If you receive a call from the school during the school day, please listen to your voicemail as School Reach will leave the message on your telephone. If a severe storm occurs during the school day so that we feel it is unsafe to send the buses out, the children will be kept at school until contact is made with families for arrangements. In this case parents are asked to call the school to make arrangements. All activities and practices will be canceled.

STUDENT COUNCIL

- A. The Student Council is the governing unit of the student body comprised of 18 students and an advisory group to the administration. It should be understood that the Student Council is not a policy-making group but more of a suggestive group to the school for its improvement and promotion.
- B. The executive officers of the Student Council will be elected at the first Student Council meeting each year.
- C. Each 7-12 grades class is allowed two elected representative members of the Student Council. The class president also serves as a Student Council member. Each of these elected officers has a vote on Student Council decisions.

STUDENT INSURANCE

Any student participating in competitive athletics is required to carry health insurance. Students in all grades will be given the opportunity to take insurance through the school at the cost of the parent or any other insurance provided by the parent. If the parent requests to not carry insurance, a waiver is required to be signed.

STUDENT VEHICLES

All students driving cars to school must not park between 2nd and 3rd Streets on Washington Street. Students are not allowed to sit in or drive cars during the school day unless permission is obtained from the Principal. The safety of small children in school and in the community is foremost in mind when considering the policy for student drivers. We ask the cooperation of all students in seeing that this policy is enforced.

VISITORS

No school visitors will be allowed unless previous to their coming, permission is obtained from the Principal's office. This in no way refers to parents who are welcome to visit at any time. Permission will not be granted for school-age visitors in grades K-6.

MILITARY RECRUITERS

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

DRUG AND SUBSTANCE USE AND PREVENTION

Drug-Free Schools

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS 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 P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY 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 ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

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

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Intervention

The Ponca Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

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

MEMORIALS

Memorials will only be permitted for students who were enrolled in the Ponca Public School District at the time of the student's death, and shall be subject to the guidelines set forth in Ponca School Board policies 1500-1560.

REFERRAL SYSTEM

Ponca students are expected to treat the school staff, other students, and school and personal property with respect. Failure to follow this expectation may result in referrals to the principal's office and/or issuance of a detention.

VANDALISM

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies

in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

FIRE AND TORNADO DRILLS

The Superintendent and Principals are responsible for designing fire and tornado emergency and evacuation plans. Drills shall be held accordingly as required by law.

REPORTING SYSTEM

- A. Report cards will be issued every nine weeks. Report cards will be given to the students or mailed out at the request of a parent. Grades become a part of every student's permanent record. Students and parents also have access to the student management system, PowerSchool. PowerSchool allows parents to access their child's grades, record of school attendance and lunch account balance. PowerSchool logins and passwords are provided each school year for students and parents. Parents may contact the school at any time to be issued a login and password for their child's PowerSchool Account.
- B. Parent-Teachers Conferences are scheduled twice during the school year.
- C. At any time during the school year, teachers or parents are encouraged to schedule a conference whenever necessary.
- D. Teachers should make practice of explaining their grading system so students are aware of their grades at all times.

TRANSPORTATION OF SCHOOL ACTIVITIES

All arrangements for transportation of activity trips shall be made with the Superintendent of Schools the week prior to the trip.

INSTRUMENT RENTAL (SCHOOL-OWNED)

- A. Students using school-owned instruments will be charged \$25 per year or a prorated amount if used less than one year. Percussion students owning their own drum will be charged \$25 per year for use of other school owned percussion instruments. The charge is to apply to repair and upkeep of the instruments.
- B. The Band Director is responsible for collection and determining how much each student owes for rent. It is to be collected at the beginning of the year before the instrument is checked out.

DRIVER EDUCATION

Drivers Education shall be offered during the summer by the district or through an outside agency to any student who attains the age of fourteen (14) years of age the year in which the class is offered. The course will consist of 20 hours of classroom instruction and 6 hours of behind-the-wheel driving plus 12 hours of observation time.

SCHOOL DANCES

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Ponca Public Schools and their guests may attend.
 - a. Students currently attending Ponca High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Ponca High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances. Any person not meeting the age requirements set forth in this policy shall require prior administrative approval to attend any school dance.
 - c. Some school dances may be restricted to students attending specified grades levels at Ponca Public Schools. For any dances at the middle school level, only students attending Ponca Public Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.

- g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. **Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

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

1. Achievement, Citizenship, and Conduct Qualifications:

- a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
- b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
- c. The student must meet Ponca School academic and activity eligibility requirements.

2. Specific Candidate Eligibility and Selection:

- a. Candidates must be enrolled in Ponca High School one entire semester prior to royalty nomination.
- b. Foreign exchange students are not eligible for royalty nomination.

3. Specific Royalty Eligibility and Selection Requirements:

a. **Homecoming Queen & King:**

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- The senior class will nominate three to five queen and three to five king candidates by secret vote of eligible candidates.
- To be eligible, a candidate must agree to attend the Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the 9-12 student body.
- The nominee receiving the highest number of votes is the Queen or King.
- Crowning will be held on a scheduled date prior to the Homecoming Dance.
- Each 7-11 class may nominate by secret vote from the qualified candidates one boy and one girl to serve as underclassman royalty for Homecoming.
- Once an underclassman has received royalty honors, s/he may not be nominated again until the senior year.

b. **Snowball King and Queen:**

- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as Homecoming Queen or King.
- To be eligible, a candidate must agree to attend the Dance and represent the school properly.
- The senior class will nominate three to five Queen and three to five King candidates by secret vote of eligible candidates.
- The Queen and King will be chosen from the qualified nominees by secret vote of the 9-12 student body.
- The nominee receiving the highest number of votes is the Queen or King.
- Crowning will be held at a scheduled time the night of the Snowball Dance.

RELEASE OF CLASSIFIED INFORMATION

- A. No Lists or information regarding students and faculty members may be given to any person or company except those authorized by the Superintendent of Schools.
- B. Student records shall be released only with the consent of the parents, or in the case the student is 18 years or older. At all times a student records release form should be signed and placed in the student's cumulative record.

DATING VIOLENCE

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

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

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

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

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

STUDENT REMOVALS AND INTERVIEWS

A. Removals of Students and Interviews of Students

In dealing with law enforcement officials, Ponca Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Ponca Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit "A" to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Ponca Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer 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 student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Ponca Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Ponca Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

SEARCH AND SEIZURES

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is

subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

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

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Community Relations - Recording of Others

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

Community Relations - Tobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

STUDENT PRIVACY PROTECTION POLICY

It is the policy of Ponca Public Schools 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:

A. [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.

B. [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 A 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: A Notification of and Right to Opt-Out of Specific Events.

C. [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 A 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 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.

D. [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 parent 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: A Notification of and Right to Opt-Out of Specific Events.@

E. [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 date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent 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 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 the 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:

1. 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);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, 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 parent 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 Asensitive@ 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; or
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).

STUDENT TRAVEL EXPENSES

Students traveling on school activities, overnight, and representing the school will be given an allowance for meals and lodging at the discretion and prior approval of the Superintendent of Schools.

STUDENT WITHDRAWAL

All students who withdraw from school because of transfer to another school or for other reasons shall obtain a withdrawal form or checkout sheet and have it signed by the teachers. This form shall be returned to the Principal when completed.

TEXTBOOK AND SUPPLIES

- A. All textbooks will be furnished by the school district for use in all grades. Students will be expected to furnish numerous common items such as paper, pencils, and notebooks.
Students who choose to take college credit classes will purchase their books through the college bookstore.
- B. All students are to keep a cover on their textbooks and are to provide the covers.
- C. All ordering of textbooks or supplies for all areas of instruction shall be done by the Superintendent of Schools in cooperation with employees immediately concerned.

SCHOOL ACTIVITIES

- A. Commencement Exercises:
 1. Graduation ceremonies will be held at the school.
 2. The School Board instructs the Superintendent of Schools to arrange the program for commencement unless otherwise instructed by the Board.
- B. Finance of School Activities
 1. School activities are intended to be self-supporting. Budget allowances will be made for various activities by special action of the Board of Education when necessary.
 2. In no case shall the school employees or students solicit funds from town people to support or carry on an activity without approval from the Superintendent of Schools. The sale of tickets to a school activity shall not be termed soliciting.

SENIOR TRIP AND SENIOR PRIVILEGES

- A. The trip must be approved by the Board of Education.
- B. Transportation is to be arranged for and by the school administration.
- C. The class shall pay the expenses of the chaperones.

- D. Not more than one school day may be used for a trip and this day should be a Friday. Overnight scheduling is NOT permitted, and this means not over 24 hours.
- F. Senior privileges "OPEN CAMPUS" may be granted by the administration to members of the graduating class.

VOCAL AND INSTRUMENTAL MUSIC TRIP

The music trip occurs every four years for students in grades 9-12. The next trip will be Spring of 2020. Students must be enrolled in either high school band or high school choir for the full year of the trip. Students are also responsible for raising \$200 to attend the trip. Annual fundraisers will be held to help students raise the required amount of money.

INITIATION

There shall be no hazing or initiation of students at Ponca School.

MULTICULTURAL EDUCATION

Ponca Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

INTERNET SAFETY AND ACCEPTABLE USE POLICY

A. Internet Safety Policy

It is the policy of Ponca Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. **Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. **Access to Inappropriate Material.** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. **Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. **Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. **Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. **Parental Consent.** The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. **Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. **Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. **Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. **Unacceptable Uses.**

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

- 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - 4. to engage in or promote violations of student conduct rules.
 - 5. to engage in illegal activity, such as gambling.
 - 6. in a manner contrary to copyright laws.
 - 7. in a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
- Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
- The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

NOTICE CONCERNING STAFF QUALIFICATIONS

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Ponca Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The Elementary and Secondary Education Act requires Ponca Public Schools 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 Ponca Public Schools 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. Ponca Public Schools will comply with any such request.

STUDENT FEES

INTRODUCTION

The Board of Education of Ponca Public School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and similar items), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, class materials for projects which the student may keep, and college tuition or fees for college credit or for classes taken off campus), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and similar items), and assisting with special programs, such as field trips, summer school, school dances, and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration for their teachers or activity sponsors for further specifics.

GUIDELINES FOR CLOTHING REQUIRED FOR SPECIALIZED COURSES AND ACTIVITIES

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

The District will provide or make available to students such safety equipment and attire that may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physics classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and

use the devices as instructed.

PERSONAL OR CONSUMABLE ITEMS

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, pens, paper, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, calculators and protractors for math courses) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies of their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents/guardians will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

MATERIALS REQUIRED FOR COURSE PROJECTS

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

EXTRACURRICULAR ACTIVITIES—SPECIALIZED EQUIPMENT OR ATTIRE

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

EXTRACURRICULAR ACTIVITIES-FEES FOR PARTICIPATION

The District does not generally charge fees for participation in extracurricular activities

POSTSECONDARY EDUCATION COSTS

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

TRANSPORTATION COSTS

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

COPIES OF STUDENT FILES OR RECORDS

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

PARTICIPATION IN BEFORE/AFTER SCHOOL OR PRE-KINDERGARTEN SERVICES

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

PARTICIPATION IN SUMMER SCHOOL OR NIGHT SCHOOL

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for off-campus or correspondence courses.

BREAKFAST AND/OR LUNCH PROGRAMS

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

WAIVER POLICY

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced priced 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) materials for course projects, and (3) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch program or reduced lunch program is not required to qualify for this waiver.

DISTRIBUTION OF POLICY

The Superintendent of the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent. The Student Handbook or its equivalent shall be provided to students of the District at no cost.

STUDENT FEE FUND

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

FEE SCHEDULE/TIMELINE FOR APPLICATION OF WAIVER

The following fees have been established based on the fees of the 2015-2016 school year:

Class Dues:

For grades 7, 8, 9: \$7.00 per student

For grades 10, 11, 12: \$10.00 per student

Band:

\$25.00 rental fee for instruments

\$25.00 rental fee for drums

Golf: Students furnish clubs/bags/balls

Graduation: No fees are charged for graduation. However, fund raisers are conducted by the senior class for expenses associated with graduation including the dry cleaning of the robes, flowers and decorations for the gym, and other miscellaneous supplies. Students who do not participate in the fund raising campaigns will need to pay for these expenses.

Family Consumer Science/Industrial Technology classes: Materials charge may be assessed to students. The finished projects become the property of the student(s).

WAIVER FORM

A waiver form will be provided for every household that qualifies for free or reduced lunches. Forms will be available in the Superintendent's office to other individuals who are interested in applying. Forms must be returned to the Superintendent's office within 30 calendar days after the beginning of the school year. Individuals who experience changes in income, family status, or other qualifying conditions, may contact the Superintendent's office for a waiver.

form at any time during the school year. Students who enroll at Ponca School during the school year will have thirty calendar days from their enrollment date to complete and submit the waiver form.

REQUIREMENTS FOR STUDENT ADMISSION—

BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND VISUAL EVALUTION

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2012-2013 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

MEDICATION PROCEDURE

If possible, parents are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following guidelines must be followed. Parents may also come to the school during school hours to give the child the medication themselves.

1. Parent/guardian and Physician must sign an "Authorization for Administration of Medication at School" form granting the school nurse or other school staff designated by the nurse permission to administer the medication and to contact the physician or dentist if necessary.
2. Prescription medication must be in a container appropriately labeled by the physician or pharmacist with the child's name, name of the medication, dosage and time to be given. Non-prescription medications must be sent to school in the original container or package. The medication is to be left with the school nurse, teacher or office staff at the beginning of the day.
3. Medication will be kept in an area of restricted access.

4. A Record of Medication Administration shall be kept for each dose of medication administered.
5. Medication will only be given in the dosage on the label unless we receive a written physician's order changing the dose and/or frequency.

HEALTH INSPECTIONS

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.

If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board shall be at once notified. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received.

COMMUNICABLE DISEASE CONTROL

Ponca Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

In general, a district employee with a communicable condition will be allowed to work only after securing a physician's written statement indicating that the disease is not in a communicable stage. The school reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions

- A) The school principal and the Student Assistance Team will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building.
- B) The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed by the Student Assistance Team, with the help of parents or guardians and the appropriate medical personnel.
- C) The privacy of the student and family must be protected, and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions, and they will be made aware of confidentiality requirements.

- D) Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team, the student's physician, parents, and/or their representative, school nurse, or the school's physician.
- E) A student might be considered at high risk if the student: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.
- F) During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. The Student Assistance Team will review long-term cases at least monthly, or more often if necessary.

CONCUSSIONS

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and

approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Concussions: 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 Ponca 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. This document is available in the school offices or can be found at the following NDE website address: <http://www.education.ne.gov/sped/birsst/BRIDGING THE GAP Booklet plus Appendices.pdf>

STUDENT DISCIPLINE

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

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds;
OR
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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, 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.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

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

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

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment

where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would 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, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. 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.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during

the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is 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:

- a. 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.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. 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).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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 for approval, and

may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may 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 more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

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

(1) "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:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) 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.

(ii) 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.

(iii) 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.

(iv) 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.

(v) 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.

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

i) 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.

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

(iii) 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.

(iv) 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.

(v) 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.

(c) 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.

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

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

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

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

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

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

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

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

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons

participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

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

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii) 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.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. 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.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of

affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will 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.

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
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 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 Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
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. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

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

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

FIREARM POLICY

It shall be the policy of the Ponca Public School District to undertake all reasonable efforts to prohibit the unlawful

possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

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:

Kathleen Styles, Office of the Chief Privacy Officer

Notice Concerning Directory Information

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

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

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

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

OPTIONAL

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

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

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Ponca Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

HONORS AND AWARDS

Awards given at the close of the term are for the purpose of stimulating interest and giving recognition in particular fields of endeavor. The following are some of the awards and honors which are given each year.

1. ATHLETICS: A student may earn a varsity letter in football, basketball, wrestling, golf, cross country, volleyball, or track by meeting the guidelines and minimum lettering requirements for that activity. Upon lettering the first time, the student will be given the right to wear an official P.H.S. letter jacket or sweater with a "P" displayed.

The felt letter will be given by the school. A certificate of lettering will be given at the Awards Banquet held each spring.

Lettering Requirements: To letter in the respective areas students must meet the listed requirements, successfully complete the sport and be in good standing.

a. FOOTBALL

- (1) Participation in $\frac{1}{2}$ of varsity quarters the team plays.
- (2) Participation in football for four years.
- (3) Discretion of the coach.

b. VOLLEYBALL

- (1) Participation in $\frac{1}{4}$ of varsity games the team plays.
- (2) Participation in volleyball for four years.
- (3) Discretion of the coach.

c. BOYS' & GIRLS' BASKETBALL

- (1) Participation in $\frac{1}{2}$ of varsity quarters the team plays.
- (2) Participation in basketball for four years.
- (3) Discretion of the coach.

d. BOYS' & GIRLS' TRACK

- (1) Score at least 6 points in all varsity track meets throughout the season (Relay points will be divided by 4).
- (2) Place 5th or higher in the Conference or District track meets individually or as a relay.
- (3) Participation in track for four years.
- (4) Discretion of the coach

a. WRESTLING

b. GOLF

2. MUSIC:
 - a. INSTRUMENTAL MUSIC: Senior High students who actively participate in any selective extra-curricular instrumental group for an entire year and attend all rehearsals, and performances at which the group plays, except with a pre-excused absence will be awarded a felt letter "P" for their participation the first year. Successive years will be awarded with a gold bar to be attached to the letter. The John Phillip Sousa Award will be given to a student who is chosen by the director as the outstanding instrumental performer of the year. Their name will be engraved on the John Phillip Sousa Band Plaque and they will receive a pin.
 - b. VOCAL MUSIC: Senior High students who actively participate in any selective extra-curricular choral group for an entire year and attend all rehearsals, and performances at which the group plays, except with a pre-excused absence will be awarded a felt letter "P" for their participation the first year. Successive years students will be awarded with a gold bar. The National Choral School Award will be given a student who is chosen by the director as the outstanding vocal performer of the year. They will be awarded a pin and their name will be engraved on the National Choral School Award Plaque..
3. BEST ALL-AROUND STUDENT: This award is given to a member of the senior class who displays the many qualities of the best all-around student. These qualities are attendance, scholarship, cooperation, and initiative. He is selected by the high school faculty, and a pin is presented to the recipient.
4. CITIZENSHIP: Each year the high school faculty selects a senior boy or girl who has set the best examples of citizenship during their high school career. The student is presented with a pin.
5. HONOR GRADUATES: This group shall consist of those students with a cumulative grade point average of 91.0% or above. Those students with a cumulative grade point average of 93.0% or above will be recognized as "honor graduates with distinction". The Valedictorian and the Salutatorian will each give an address at Graduation on behalf of the honor students.
6. ENTRE NOUS: This award will be given to a senior boy or girl with the highest grades in English for a four year period. The person will be selected by the Entre Nous Club of Ponca and is awarded a pin.
7. KEYBOARDING AWARDS: Pins or medals will be awarded to any student achieving forty words or more during the school year.
8. CLASS AWARDS: Various class awards may be awarded to students who excel and make outstanding contributions to classes in Science, Social Studies, English, Math, and etc.
9. ACTIVITY AWARDS: Various awards will be given to students who excel and make outstanding contribution in activities not listed above.

NATIONAL HONOR SOCIETY

All sophomore, juniors and seniors who have been in Ponca Public the equivalent of one semester or more and have a cumulative GPA of 85% or above are eligible for consideration and selection into the Ponca Chapter of the National Honor Society. Eligible students are invited to a meeting to inform them of the purpose and criteria for membership into National Honor Society and the local selection Process.

Interested students are asked to complete a Student Activity Information Form. Activity forms can be accessed from <http://www.poncaschool.org>. Forms are located in the National Honor Society link found in the Academics tab. Students have a minimum of seven days to complete this form. Both students and parents are requested to sign this form indicating that the content is both complete and accurate.

All high school teachers are asked to complete a questionnaire regarding each student's leadership, service, and character. A Faculty Council consisting of five teachers review all Student Activity Information Forms and teacher questionnaires independently before meeting as a group. The faculty Council meets and deliberates each candidate's leadership, service, and character, as defined in the National Honor Society Handbook, in order to guarantee that their decisions are based on accurate and complete understanding of all information presented for review. After the discussion, Faculty Council members independently vote for students to be selected into Nation Honor Society. Candidates receiving three or more votes of the faculty council are invited to be inducted into the Ponca Chapter of the National Honor Society. Prior to notification of candidates, the advisor reports the results of the Faculty Council's deliberation to the principal for approval. Candidates are notified by mail regarding their selection or non-selection into National Honor Society.

EXTRA-CURRICULAR ACTIVITIES

JUNIOR HIGH ATHLETICS

- A. The main purpose for having junior high athletic teams within the school is to help provide opportunities for young boys and girls to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, competitive, aggressive play while stressing good sportsmanship at all times.
- B. The junior high athletic programs at Ponca School are wrestling, football, volleyball, basketball, and track. During each sports season, the fundamentals will be taught in the junior high physical education classes. The 7th and 8th graders will be combined for competitive purposes in football and track. Competitive play in basketball and volleyball will be divided into an A team and a B team. It will be up to the discretion of the coach to decide who will play on the A or B team.

SELECTION OF STUDENTS FOR PARTICIPATION IN ACTIVITIES

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

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

ASSOCIATION ACTIVITIES

The Ponca Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of Ponca Public Schools.

Students who represent Ponca Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students 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. Participation in activities, both as a competitor 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, team, student body, community and 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 individuals and citizens.

Safety

The District's philosophy is 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, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

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 intramural or 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.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, speech, and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Drug and Alcohol Violations.

Meaning of Terms.

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

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

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

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

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

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

Certain rules and codes are established and will be enforced from the time a student enters grade 7 or enrolls in Ponca Jr./Sr. High School. An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 14 Calendar days.
2. Second or Any Subsequent Offense: 90 Calendar days.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 10 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation). The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten

- calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
- iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. A student must be in attendance the entire school day of the practice, contest, performance, or other school activity. Any absence the day of the practice, contest, performance, or school activity, must be approved by the principal before 9:00 A.M. the day of the absence. Students attending school activities who were absent will be asked to leave the building or field where the activity is being held. Emergency situations will be given special consideration.
2. 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 the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Eligibility Requirements: A student with a failing grade (69.4% or lower) in two or more classes will be considered ineligible for activities. These activities include athletics, school plays, musicals, declamation contests, swing choir, jazz band, speech, One-Act, and other such school-related activities before and after school, in the evening, or over the weekend. This does not apply to curriculum related activities for which a grade is received. Academic eligibility for all extra-curricular activities begins after the 3rd full week of each semester and is computed weekly for the rest of the semester. Progress reports are run every Tuesday morning beginning at the end of the 3rd full week of each semester. Grades will be run by quarter except for the first 3 weeks of the 2nd and 4th quarter in which grades will be calculated by semester. Any 7th-12th grade student who has two or more failing grades will be placed on an ineligibility list. A student will be put on probation for their first offense (students will get one probationary week each semester). All subsequent offenses will result in ineligibility of the student for all activities the following week. A student on the ineligibility list following a week of probation will be ineligible for all extra-curricular activities from the following Monday morning at 12:00 A.M. through the next Monday morning at 12:00 A.M. of the following week.

Students serving in-school suspensions (ISS) or out-of-school suspensions (OSS) will not be allowed to attend and/or participate in extracurricular activities or practices.

All other eligibility policies as stated by the Nebraska School Activities Association must be in compliance.

Students not passing four classes for the semester will be ineligible for the succeeding semester.

Students who are on the ineligible list will be able to participate in practice, and at the coach's discretion, be allowed to travel with the team or activity for away events, sit with the team during competitions, be on the sidelines, and enjoy the privileges of his/her teammates as long as the activity is taking place after school hours.

Academic Eligibility Reporting Periods:

- a. 1st Quarter – The first Tuesday of the 3rd full week of school
 - b. 2nd Quarter – All quarter with carry over to first full week of 3rd Quarter or 5 school days.
 - c. 3rd Quarter – The first Tuesday of the 3rd full week of school
 - d. 4th Quarter –All quarter with carry over to the first full week of the next school year or 5 school days.
3. The ineligibility period carries over from the end of one school year to the beginning of the next school year.
 4. Students in junior high must be passing four of the five core subjects. School related activities and the eligibility period will be the same as the high school. Seventh and eighth grade students will be eligible at the beginning of each school year.
 5. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student's grade requirements.
 - (C) Activities or events which administration may deem as important for the overall development of the student.

ACADEMIC ELIGIBILITY DATES 2019-2020

1st Semester 1st Quarter

- Monday, September 16
- Monday, September 23
- Monday, September 30
- Monday, October 7
- Monday, October 14
- Monday, October 21

2nd Semester, 3rd Quarter

- Monday, February 3
- Monday, February 10
- Monday, February 17
- Monday, February 24
- Monday, March 2
- Monday, March 9

1st Semester, 2nd Quarter

- Monday, October 28
- Monday, November 4
- Monday, November 11
- Monday, November 18
- Monday, November 25
- Monday, December 2
- Monday, December 9
- Monday, December 16
- Monday, December 23

2nd Semester, 4th Quarter

- Monday, March 16
- Monday, March 23
- Monday, March 30
- Monday, April 6
- Monday, April 13
- Monday, April 20
- Monday, April 27
- Monday, May 4
- Monday, May 11
- Monday, May 18
- Monday, May 25

*Any student ineligible at end of 2nd quarter
Will be ineligible for first week OR 5 school
days of 3rd Quarter.

Any student ineligible at end of 4th quarter
will be ineligible for first week of school
in the following school year.

Grade Check- The date grades are reviewed for academic eligibility. A student with a failing grade (69.4% or lower) in two or more classes will be considered ineligible for activities. Grades 7 & 8 students must be passing 4 of the 5 core classes to be eligible to participate in school activities.

Grades 7 & 8 core classes are: math, science, English, social studies, and vocational block class.

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The Ponca Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

Students: Mr. Jody Phillips, Superintendent of Schools, PO Box 568, Ponca, NE 68770 (402) 755-5700 (jodyphillips@poncaschool.org).

Employees and Others: Mr. Jody Phillips, Superintendent of Schools, PO Box 568, Ponca, NE 68770 (402) 755-5700 (jodyphillips@poncaschool.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Ponca Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,

- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). 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 may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the

case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they

understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Instruction

Combined District and School Title I Parent and Family Engagement Policy

The Ponca Public School District 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 are sent to the parents of participating children in a format, and to the extent practicable, in a language the 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 members 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.
- Parents 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.
- Educate 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.

Student/Parent Handbook

2019-2020



Ponca School District
Jackson Elementary
PreSchool – 2nd grade
Ponca Elementary School

APPENDIX A

Ponca Public Schools

Jackson Elementary / Preschool – 2nd Grade

223 North John Street, Box 67 Jackson, NE 68743
(402)632-4276 (402)632-5014 (Fax)
Sue Gill, Office Manager

Ponca Public School / 3rd Grade – 12th Grade

505 3rd Street, Box 568 Ponca, NE 68770
(402)755-5700 (402)755-5773 (Fax)
Lorrie Huston, Office Manager
Patti Boyle, Office Assistant

Jody Phillips, Superintendent
Robert Hayes, Elementary Principal
Derek Lahm, High School Principal

Jackson and Ponca Elementary Classroom Teachers

PreSchool	Mrs. Samantha Mennenga	samanthamennenga@poncaschool.org
Kindergarten	Mrs. Leeann Curry	leanncurry@poncaschool.org
1 st Grade	Mrs. JoAnn Todd	joanntodd@poncaschool.org
2 nd Grade	Mrs. Staci Hill	stachihill@poncaschool.org
3 rd Grade	Ms. Trisha Hoffman	triciahoffman@poncaschool.org
4 th Grade	Mrs. Mari Sprakel	marisprakel@poncaschool.org
5 th Grade	Ms. Katie Keifer	katiekeifer@poncaschool.org
6 th Grade	Mr. Adam Simington	adamsimington@poncaschool.org
	Mrs. Jessica Templeman	jessicatempleman@poncaschool.org
	Mrs. Mishelle Fields	mishellefields@poncaschool.org
	Mr. John Stroud	johnstroud@poncaschool.org
	Mrs. Stacey Carnell	staceycarnell@poncaschool.org
	Mrs. LaRita Stewart	laritastewart@poncaschool.org
	Mr. Kory Pfister	korypfister@poncaschool.org
	Mr. Zane Webb	zanewebb@poncaschool.org

Support Instructional Staff

Resource:	Mrs. Lindsay Burrell (Ponca)	lindsayburrell@poncaschool.org
	Mrs. LuAnn Petersen (Jackson)	luannpetersen@poncaschool.org
Speech:	Mrs. Julie Paquette	jpaquette@esu1.org
Nurse:	Mrs. Sheila Herfel	sheilaherfel@poncaschool.org
Title I:	Mrs. Pat Anderson	patleslie@poncaschool.org
Music(Jackson)	Mrs. Tamara Schram	tamaraschram@poncaschool.org
Music:	Dr. Adam Webb	adamwebb@poncaschool.org
P.E.	Mr. Troy Evans, Mrs. Jessi Walsh	troyevans@poncaschool.org jessiwalsh@poncaschool.org
Band:	Mrs. Jessica Steckly	jessicasteckly@poncaschool.org
Guidance:	Mrs. Cindy Anderson	cindyanderson@poncaschool.org
Principal:	Mr. Bob Hayes	bobhayes@poncaschool.org

Para-Educators

Stacy Swick, Lisa Hohenstein, Sandy Jensen, Cathy Valez, Stacy Heald, John Street, Annette Schnoor,
Linda Anderson, Sandy Finseth, Marilyn Peters, and TBD

Dear Parents:

Welcome to the 2019-2020 school year. We're very happy that you and your children are a part of the Ponca Public School District. The following items are presented for your information and guidance during the coming year. This information is a combination of administrative regulations, past practices, common sense and concerns for the safety and well-being of all students.

At both Jackson and Ponca Elementary Schools, each classroom teacher will establish rules for expected behavior in the classrooms, on the playground, in the building hallways, and other student areas. Our expectations for student behavior place an emphasis on respect for others and respect for property.

We believe that everyone deserves to be treated with dignity. Expectations affect performance as everyone deserves a safe learning environment. We know that you have the same expectations for your children and we will keep you informed of your child's growth in social skills, responsibility, and performance in the classroom.

Areas of Interest and Importance

STUDENT CONDUCT

- Students are expected to be prepared and conduct themselves in a manner that would be a credit to themselves and to the school.
- Such behavior as yelling and running in the halls; foul, discourteous speech; unsportsmanlike conduct at play; fighting; and destruction of school property will not be tolerated and are grounds for disciplinary action.
- In the classroom, disciplinary problems are the responsibility of the teacher. On the playground, it is handled by the teacher or person assigned to playground supervision.
- Discipline problems which the teacher feels unable to cope should be referred to the Principal. The use of suspension, expulsion and mandatory reassignment are provided for in the Nebraska statutes and may be resorted to if the situation warrants.
- Students are expected to use school equipment and playground equipment in the fashion for which they are designed. Willful and/or malicious destruction of any school property can result in suspension.
- Students who bully other students verbally, physically and through the use of technology will be dealt with severely. Name calling, threats, teasing, intimidating, or other forms of abuse will not be tolerated.

VISITOR/STUDENT RELEASES

For the safety and security of students, faculty and staff, the following procedures will be in effect:

Visitors to Ponca Public School buildings must first report to the Administrative Office upon entering either the secondary or elementary buildings. Once in the office, you will be asked to sign in. You will be issued a Visitor's Pass if you wish to visit a classroom. We will not send parents/guardians to the classrooms or to the playground to pick up their children, unless they have signed in at the office and have been issued the Visitor's Pass. Teachers and playground supervisors should not be put into a position to determine the validity of a request to release a student. That will be done from the office.

When a student needs to be dismissed during the regular school hours, parents/guardians must sign their students out in the Administrative office. Students will not be allowed to leave the facility without a signature from a parent/guardian. When a parent comes to the office to pick up their child, office personnel will contact the teacher to release that student to the office. If a parent, or other adult, enters the building and goes to a classroom, or to the playground or other area of the school to pick up a child, school personnel have been instructed to direct that person to the office.

CHILD CUSTODY MATTERS

In most cases, when parents are divorced, both parents retain parental rights. If you have court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the

office for our files. Unless your court order is on file with the School District, we must provide equal rights to both parents.

CHILD ABUSE AND NEGLECT

Schools, including all employees, have a moral duty and responsibility to report all **suspected** cases of child abuse. A person who has reason to believe that a child has been abused **must report** such information to the School Administer or Counselor. The information will be forwarded to the **Department of Health and Human Services**.

STRANGER DANGER

Remind your child frequently of procedures to follow when encountering strangers. Include the following guidelines in your discussion:

- A stranger may ask you to take a ride in his or her car. DON'T GO!
- A stranger may ask you for directions or to find a lost pet. Ignore him or her and walk away.
- A stranger may offer you toys, candy or money. Refuse it!
- A stranger may invite you into an empty building or room . DON'T GO!
- A stranger may act friendly, as if he or she really likes you a great deal. Don't be fooled.
- Do not allow a stranger to touch you, lift you up, pull your clothes or buttons or zippers.
- If someone does something to you that makes you feel uncomfortable, funny or scared, get away fast!!

Report all incidences to a teacher, principal, or guidance counselor.

EMERGENCY NAMES AND PHONE NUMBERS

Accidents do happen at school and it is not always possible to know the exact extent of a student injury or illness until after x-rays or an examination by a doctor. When an accident occurs or a student becomes ill, the nurse or the school personnel will attempt to notify parents. A student is never sent home unless arrangements are made with the parents or other authorized persons identified on the student's emergency contact information.

ATTENDANCE

The alarming growth in the number of missing children makes the communication between parents and the school that much more important. The administrators of the Ponca Public School District require that parents call the school when your children are going to be absent. When absences are caused by illness or injury, the parents should phone between 7:30 and 8:15 a.m. to the center that the student attends. If we do not receive a call and a student is absent, we will attempt to make certain that the parent is aware of his/her student's absence.

Nebraska state law and Ponca school board policy require that we monitor the attendance of each student and that absences do not exceed 20 days per school year for elementary students. Parents will receive a warning letter after the 15th and 20th absence. In the event of habitual truancies, we are required to notify the county attorney of such excessive absences and it is the decision of the county attorney to file charges against the student/parent/guardian for this violation of the law.

Student's absent from school may not attend extra-curricular activities unless approved by the principal. Students that leave school early because of illness will not be allowed to attend extra-curricular activities unless approved by the principal.

Listed below are guidelines for student arrival to school and absence from school:

TARDY: Late arrival to school or class up until 9:30 a.m. will be considered tardy. **Students with more than 5 tardies per quarter will serve one morning detention.**

ABSENT ONE-HALF DAY: A student will be counted absent one-half day if he/she arrives at school after 9:30 a.m., or leaves school prior to 2:00 p.m. Please keep this in mind when scheduling appointments.

SCHOOL DAY

JACKSON ELEMENTARY:

Students will be allowed to enter the building at 8:15, so we would ask that students **NOT ARRIVE AT SCHOOL BEFORE 8:15**. At Jackson Elementary, the school day begins at **8:20** Students will be dismissed at **3:20**, the shuttle bus will leave at **3:20**.

PONCA ELEMENTARY:

Students will be allowed to enter the building at 8:00, so we would ask that students **NOT ARRIVE AT SCHOOL BEFORE 8:00**. At Ponca Elementary, the school day begins at **8:10** --Student's will be dismissed at **3:35** and allowed to get materials from their lockers, and leave the building. Buses depart each afternoon at approximately **3:45**.

BUS ROUTES

The District operates bus routes on rural paved and gravel roads to pick up students who live outside of Ponca and Jackson. A danger exists when the bus makes a stop on the road and sits waiting for the student(s). To reduce the possibility of any accident, we ask that students riding the bus be at the bus stop when the bus arrives. It is dangerous for all concerned when the bus has to wait for extended periods of time for the student and if the student fails to appear.

For this reason, we ask that parents call their bus driver when your children will not be riding the bus.

Elementary Transportation Information

At Ponca elementary students will need to be dropped off on the south side of the building and enter through the south doors of the **high school** building. The route buses will drop off students on the south side of the high school building in the morning. The shuttle bus will load on the south side of the high school building in the school bus pick-up/drop-off area in the morning and leave at 8:00am sharp.

After school at Ponca the shuttle buses will drop off students on the south side of the high school building in the bus drop-off area. Students riding route buses will be dismissed through the south doors of the high school building and load on the south side of the high school in the drop-off area. Students being picked –up after school will be dismissed through the south doors of the high school building. Parents may park in the parking area south of the bus drop-off area.

VOICE MAIL SERVICES

As a convenience for parents, the District provides a voice mail service. If you need to call early to report your child's absence for the day, you may call and leave a message on the voice mail service. The number at Ponca is 755-5700 or at Jackson 632-4276.

REPORT CARDS & PARENT TEACHER CONFERENCES

Report cards are issued every nine weeks with progress reports provided to parents at the mid-point of each quarter. Students in grades 3 and 4 will have grades calculated according to the following formula: 40% of their grade will come from test scores and 60% of their grade will come from daily work and homework. Students in grades 5 and 6 will have grades calculated according to the following 60% of their grade will come from test scores and 40% of their grade will come from daily work and homework. All math grades are calculated 80% test scores and 20% daily work and homework in grades 3 through 6.

<u>Grading Scale</u>	<u>Grades K-1</u>	<u>Grades 2– 6</u>
93– 100%	E (Excellent)	A
85 – 92%	S (Satisfactory)	B
77 – 84%	I (Improving)	C
70 – 76%	N (Needs Improvement)	D
Below 70		F

Parent-Teacher Conferences will be held following the first quarter and the middle of third quarter. These conferences are an important part of the home/school communication process. The purpose of the conference is to share information and work together to help the student. Elementary parents will be notified of their scheduled conference time.

PLEASE DO NOT BRING CHILDREN TO CONFERENCES.

Informal conferences may be arranged with your child's teacher at any time convenient to both parents and teacher. Teachers are available to parents between **8:00 to 8:10 a.m. and 3:40 to 4:00 p.m.** when school is in session. Appointments will need to be made for other times.

HOMEWORK

Work assignments outside the classroom shall be for the purpose of enrichment, review, and reinforcement of the principles taught that day or completion of daily class assignment not completed in a timely manner. Homework should not be disciplinary in nature. Homework assignments will be made at the discretion of the individual teacher. **Assignments are due at 3:30pm the day the assignment is due unless otherwise stipulated by the teacher. Any assignment that is not turned in will have a 2 day grace period. After the 2 day grace period the assignment will not be accepted and will be counted as a zero. If the assignment is turned in during the 2 day grace period a deduction in the grade will occur.** Homework assignments should be finished neatly. Any assignment not meeting requirements will not be accepted. Parents and teachers realize that all children differ; one student might have more homework than another. Parental involvement in their child's homework experiences will greatly enhance their child's learning environment.

DISTRICT TESTING PROGRAMS

MAP Testing (Measures of Academic Progress) will be administered three times during the school year to grades K through 6. The purpose of such testing is to measure the academic growth of each child from year to year and to provide a profile of the student's academic strengths and weaknesses. Nebraska State Standard Tests are given to grades 3-6.

Children will be tested for special services after the Student Assistance Team (SAT) and Response To Intervention (RTI) Team has recommended the student for further evaluation. Each child referred will be assessed by the appropriate specialists. With this information, the child's team will determine if the child qualifies for services. If services are appropriate for the child, he/she will have goals written in a plan that the team will follow for one year.

ELEMENTARY GUIDANCE PROGRAM

The elementary school guidance program is part of the total school program plus the guidance program complements learning in the classroom. It is child-centered, preventative, developmental, encourages students' social, emotional, and personal growth.

The goal of elementary guidance in the classroom is to provide students with opportunities to learn and practice effective communication skills, friendship building techniques, drug/alcohol resistance skills, personal strengths and talents, effective study skills, character education skills, safety skills, and planning for the future by goal setting along with obtaining information about careers. In addition, students learn about the role of the guidance counselor in the school setting.

Parents, students and teachers/administrators can request the counselor to meet with a student. Individual and group counseling sessions can be scheduled where topics that could be addressed include: helping children cope with difficult and/or unchangeable life events, giving children the opportunity to share their feelings and concerns, teaching and developing communication, problem-solving, and decision-making skills, and building self-esteem and confidence.

The school counselor consults with parents and/or teachers to help promote student success. The counselor intervenes in conflict, crisis, and emergency situations. They also help build tolerance and appreciation of persons of all ethnic and cultural backgrounds.

CHAIN OF COMMAND: COMPLAINTS & SUGGESTIONS

When there is a situation or matter that arises where the parent wishes to notify the school regarding a specific problem, concern, or question, we believe the correct process to follow to resolve matters or to have questions answered is as follows:

1. Teacher – Parent contact.
2. Teacher - Parent – Principal meeting
3. Teacher - Parent – Principal – Superintendent meeting

Parental complaints must be addressed before classes start (8:00 – 8:10 a.m.) or after the School Day ends (3:40 – 4:00 p.m.).

STUDENT MANAGEMENT SYSTEM

Ponca Public School District uses the student management system PowerSchool. Parents are able to access their child's grades, attendance, lunch balances etc. from any computer that has Internet access. To access your child's information go to www.poncaschool.org click the button which is located on the right hand side of the school webpage. Parents and students are given separate logins and passwords to access their information.

Parent-Student
PowerSchool

PARTY INVITATIONS

Birthday party invitations may not be distributed at school unless the entire class or the entire boy/girl population is invited.

LIBRARY

Library facilities are available to all pupils enrolled at the school. Students will visit the library with their teachers or other supervising personnel. They may also be allowed additional library visits/privileges as permitted by their teachers. Encourage your child to return library materials promptly and to inform the teacher of any damage to library materials so that they may be repaired. If library material is lost, a fine in the amount of the original purchase price of the book will be charged in order to replace the item. Fines for overdue library materials are assessed at one cent per school day. If materials are not returned, replaced, repaired or if fines are not paid by the end of the school year, report cards will be withheld and students will need to pay for the materials.

FIELD TRIPS

Field trips are planned to provide educational experiences for the students. Field trips may be an extension of the classroom experience and have educational value relevant to the material being studied. A field trip may create a unique learning experience to be expanded on in the classroom. Written permission is necessary for any child to participate in a field trip activity. Advance notice of field trips will be provided. Parents may be asked to assist with supervision and transportation for some field trips. School administration officials and/or teachers retain the responsibility and authority for behavior control management.

PETS

Pets and other animals are not permitted in or on school grounds except for use in the classroom. Health and safety considerations make this rule necessary. Parents must make arrangements with the classroom teacher before an animal will be allowed in the school.

STUDENT DRESS GUIDELINES

How a student dresses for school has an impact on how he/she acts. Therefore, we ask that students wear neat and appropriate clothes to school. Examples of inappropriate clothes would be attire which advertises or supports the use of alcohol, drugs, tobacco or has any sexual connotation which is derogatory or offensive. Dress or grooming styles should be modest. **Hats or caps are not suitable in the building.** Hats, scarves and bandanas, or any head covering may not be worn in the building during school or at school activities. Shoes must be worn at all times. Shoes that mark the floors may not be worn indoors, they must have white soles or be marked “non-marking” soles. We feel it is important for students to participate in recess activities that will be held outside during most days. Please send boots, gloves, hats, and warm winter coats with your child during the winter season. Parents will sometimes ask that students not go outside during recess. We would ask that this be done in a very limited basis due to supervision and scheduling difficulties. Students must have a physician’s note in order to not go outside for recess. The physician’s note will be for one day only.

EMERGENCY SCHOOL CLOSING

Most generally, prior to 6:00am, a decision will be made whether to cancel school, or to start late for the day. Information is entered online. The relevant information for our school district is released from there to area radio stations, television stations and the school reach system. This information will also be available to our school district patrons online. You can access this by going to the school district’s website www.poncaschool.org. This will let you see what decision has been made for Ponca School District. This same information will be scrolling along the top of the District’s webpage.

There are occasions when the weather patterns and forecasts are clearly obvious that a decision can be made the night before. When this happens, the online process will begin to air the announcement on the 10 o’clock news. However, this may not always be possible. Should the decision be made to start school late, this will always be a **two (2) hour late start**. Classes will start in Jackson and Ponca two (2) hours later than their normal starting time. Buses will run their regular routes, but will be two (2) hours later than normal.

Occasionally, weather conditions will deteriorate during the school day to a point where early dismissal is necessary. We will try to avoid early dismissal, if possible, because contacting parents is difficult. Parents may, during inclement weather, pick up your child/children at your own discretion. Please make arrangements for the care of your child in case an early dismissal is necessary. In case of the early dismissal, all activity practices will be cancelled.

RECESS

Recess will be held inside if the temperature outside is below 10 degrees or wind chill is below 10 degrees. When the weather is cold, please make sure to dress appropriately for playing outside.

IMMUNIZATIONS AND HEALTH PRACTICES

Nebraska State Law requires a certificate of immunization for attendance at any Nebraska school. A revised immunization law has been passed by the Nebraska legislature that makes immunization waivers much harder to obtain. The ONLY REASONS a student in Nebraska can have a waiver of immunizations on file are:

1. For a medical reason (Forms are available at the school for your physician to sign).

2. Religious reasons: If this is the case, you will need to request a special waiver from the school and then it will have to be notarized.

We are required by state law to have your child's immunization records on file the first day of school or your child will not be allowed to attend school.

Please keep your child out of school if he/she has, or you suspect he/she has a temperature or potentially infectious or contagious condition. Please inform the school if your child has an infectious condition or illness (chicken pox, head lice, pink eye, etc.) Students returning to school after an absence due to a contagious condition may be required to provide a doctor's statement concerning the student's condition and fitness. A child with head lice will be dismissed from school to a parent or guardian. The child will not be allowed back in school for a period of 24 hours from treatment.

MEDICATION

Laws have been enacted that limit the school's ability to dispense medicine. We cannot administer any medicine to students without proper authorization by parents. Forms are available at the school for that purpose. Notes from parents can be sent with precise information to include the following: type of medicine, quantity included, amount per dose, how often and under what circumstances it should be given to the child; and what length of time the medication is to be administered. All medications will be kept in the office. Please include the student's name and provide a parent's signature to the note. Prescription drugs must be in the original container with the pharmacist's label containing directions for administration. A staff member will administer all medications and all administrations will be documented. If you should have additional questions, please contact the school nurse.

ALLERGIES/ASTHMA

Please let the school know if your child has any allergies or a history of asthma. Ponca school has an Emergency Response Team. They keep track of the students with these conditions and set up a treatment plan, so they are prepared in case of an emergency. If your child requires an epi-pen or an inhaler, please make sure they carry these items to school with them, or the office has a supply on hand for your child if it is needed.

LUNCH

The District's hot lunch program offers a nutritionally balanced lunch with milk to all students in grades K-6. The current price for lunch is \$2.75 daily for PreK-2 and \$3.00 daily for 3-6. Students may purchase extra half-pint milk for \$.40. Students choosing to bring a lunch from home may also purchase milk at school. Students may bring beverages from home with their lunch, although soda pop is not allowed. Students will be allowed to purchase ice cream for \$1.25 after having eaten their lunch with approval from their teacher.

The District participates in the National School Lunch Program, sponsored by the U.S. Department of Agriculture, to provide free or reduced price meals to eligible students. Eligibility for this program is based on income guidelines provided by the USDA. The issues of privacy and confidentiality of personal applicant information is strictly maintained.

Applications for free and reduced price lunches are available throughout the school year to all students. Free and reduced lunch students are factored into many school aid formulas. Please check your eligibility, it could help Ponca Public School and yourself.

"In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write: USDA Director, Office of Civil Rights, 1400 Independence Ave, S.W. Washington, D.C. 20250-9410 or call (202) 720-5964."

"USDA is an equal opportunity provider and employer."

DRUG-FREE ENVIRONMENT

We are committed to being a Drug-Free Zone at Ponca Public Schools. Seizure of any type of drug on school grounds or at any school sponsored event will result in immediate disciplinary action.

EMERGENCY DRILLS

The District will conduct emergency drills, to include fire, tornado, and bus evacuation, in compliance with Nebraska State Laws.

GUNS AND WEAPONS POLICY

All students who enter the Ponca Public School system have the right to be safe and free of harm or threat from guns, knives, and other dangerous weapons. The District will exercise the right and uphold its responsibility to discipline those students who choose to make our school environment unsafe. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon at school, at a school sponsored event, or during a school event off school grounds will result in disciplinary action, up to, and including, expulsion from school.

Knives of any type or size are never permissible at school, at school-sponsored events, or during an event off school grounds. The student will be sent to the office and knife will be confiscated and not returned to the student. Any student in the possession of a knife at school will face the possibility of being suspended or expelled as determined by the Board of Education.

COMPUTERS

All students' K through 6 will be issued a Chromebook during the school day. **Students will not be allowed to take these devices home. Please refer to the acceptance use policy.**

Ponca Public School

Student Medication Authorization Form

Dear Parent or Guardian:

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate authorization form.**

For Nonprescription Medications:

Parent/Guardian written authorization is required.

For Prescription Medications:

Parent/Guardian written authorization and Practitioner written authorization is required.

No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially.

All medication must be in the original container labeled with the student's name, correct dosage, time and quantity to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students. Parents are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication from school. School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription. Current school policy does not allow non-FDA approved drugs (herbal medication) to be administered at school. Students who self-administer medication still need to have a medication authorization form on file at school. It is recommended that students carry no more than one-week medication supply. In accordance with the standards of nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school nurse shall notify the parent/guardian and licensed prescriber and the reason for the refusal explained.



APPENDIX B

Ponca Public Schools

Authorization for Medication or Procedure Administration

Board Policy 6910

Student: _____ Birthdate: _____

School: _____ School Year: _____

Medication/Procedure, which cannot be managed at home, shall be administered at school when the following are on file at the school:

- Physician's signed and dated authorization which includes the medication/procedure, dosage, route, and time to be given at school, dosage repeat, symptoms, and side effects.
 - Parent/Guardian signed and dated authorization.
 - Medication/equipment delivered to school in the original packaging.
 - A prescription label must be attached to the medication container(s).
 - Authorization orders must match the prescription label on the medication container(s).
 - Annual renewal of authorization and immediate notification, in writing, of changes.
 - Medication/equipment will be kept in a secured area and shall be administered by qualified staff.

Medical Provider Authorization Section (To be completed by medical provider)

The above named student is under my supervision. I have prescribed the following:

Name of Medication/mg or procedure **Dosage @ school** **Route**

Time given @ school

Anticipated reactions/possible side effects

Physicians Signature: _____ **Date:** _____

Phone Number: _____ **Fax Number** _____

Parent Authorization Section

I request the above student be given the following while in school and school related activities. I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication/procedure where the person administering the medication/procedure acts as an ordinary reasonable prudent person would under the same or similar circumstances.

Name of Medication/mg or Procedure	Dosage at School	Route
------------------------------------	------------------	-------

Child's Physician: _____

Parent's Signature: _____ **Date:** _____

Phone Numbers: Home _____ Work _____ Cell _____

Student may _____ may not _____ carry and/or self-administer medications at school.

APPENDIX C

ONLINE ACCESS OR RECEIPT OF STUDENT/PARENT HANDBOOK

This handbook is developed for students, parents, and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected. The handbook can be found on the school website at www.poncaschool.org under the handbook tab. If you do not have internet access, call the school at 402.755.5701 to request a printed copy of the handbook.

The district reserves the right to amend any policies in this handbook to provide for the betterment of education in the Ponca Public School District. The administration reserves the right to act on situations not specifically covered in this handbook.

Parents and students please read this handbook together. The handbook is adopted yearly by the Ponca Board of Education as official district policy. After reading this handbook, parent(s)/guardian(s) and their student(s) are asked to sign below and return this signature page to the office before Friday, August 23, 2019. Your signature does not mean that you agree with or endorse the handbook contents, only that you have received in electronic or paper form, read and understand it. A grades 7-12 student who does not have a signature page on file in the office will not be eligible to participate in or attend school activities (this includes both practices and performances) until such time the "Signature Page" is received in the Principal's Office.

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING PONCA PUBLIC SCHOOLS 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 P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY 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 ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Parent/Guardian Signature

Date

Student Signature

Grade

Date

*Note: If there is more than one 7-12 student in a family attending Ponca School, only one signature page needs to be submitted for each family as long as a parent/guardian and each student enrolled in school signs the signature page.

APPENDIX D
PONCA PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR

- 12** 1st Day – Fall Practices
12-14 Teacher Workdays
13 Meet & Greet Night
 Jackson 6:00 – 7:00PM
 Ponca 7:00 – 8:00PM
15 1st DAY OF SCHOOL –
 Dismiss at 1:10/1:30

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-5 CHRISTMAS BREAK

6 Start of 3rd Quarter

- 2** NO SCHOOL – LABOR DAY

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 K-12 Parent/Teacher Conferences 2:00 – 8:00
 Dismiss at 1:10/1:30

7 NO SCHOOL –
10 NO SCHOOL – Staff PD

- 16** End of 1st Quarter
17 Start of 2nd Quarter
24 K – 12 Parent/Teacher Conferences 2:00-8:00
 Dismiss at 1:10/1:30
25 NO SCHOOL – FALL BREAK
28 NO SCHOOL – Staff PD

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 1st Day – Spring Practices
13-16 NO SCHOOL – SPRING BREAK
12 End of 3rd Quarter
17 Start of 4th Quarter

- 18** 1st Day - Winter Practices
27 Early Dismissal 1:10/1:30
28-29 NO SCHOOL – THANKSGIVING BREAK

NOVEMBER '19						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9 Early Dismissal 1:10/1:30
10-13 NO SCHOOL – EASTER BREAK

- 20** Early Dismissal/End of 2nd Qtr
22-26 NSAA Moratorium
21-31 NO SCHOOL – CHRISTMAS BREAK

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 GRADUATION – 10:30 AM
19 LAST DAY (Tentative)

EARLY DISMISSAL DAYS

STAFF PROFESSIONAL DEVELOPMENT DAYS – NO SCHOOL

NO SCHOOL – NO STUDENTS OR STAFF

PARENT/TEACHER CONFERENCES 2:00 – 8:00 – DISMISSAL AT 1:10(J)/1:30(P)

STAFF PROFESSIONAL DEVELOPMENT – 1 HOUR LATE START