

Board of Education Special Meeting  
Monday, July 27, 2020 6:00 PM

Deerfield Primary Library  
1100 Deerfield Blvd  
Blair, NE 68008

## **Agenda**

### 1. Call to Order

Information concerning the Open Meeting Law, Chapter 84, Article 14 of Nebraska State Statutes, is posted in the meeting room and at a location accessible to members of the public.

Mrs. Kari Loseke, Board President, will call the Board of Education Regular meeting to order.

### 2. Roll Call

The Board Secretary will conduct roll call attendance.

### 3. Approval of Absent Board Members

### 4. Pledge of Allegiance

Dr. Gilson will lead the Board in the Pledge of Allegiance.

### 5. Business

#### 1. Consideration of Communications

##### 1. ACT Testing

Mrs. Vicki Griffin, Blair High School Counselor, has worked with ACT to provide students the opportunity to add ACT test dates in Blair. The dates are September 12, 13 (Sunday), and 19, and October 10, 17, 24 & 25 (Sunday). We can socially distance the students, require masks and offer hand sanitizer to ensure the safety of all students. This is at no cost to the District and a great opportunity for the students of Blair. If enough students do not sign-up in Blair, ACT will cancel the date and send the students who did sign-up to another site.

Since September 13th and October 25th are Sundays, those dates would need Board approval.

#### 2. Comments From The Public

This is the portion of the meeting when members of the public may address the board about matters of public concern.

### INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:

1. Getting started: When you have been recognized, please stand and state your name.
2. Time Limit: You may speak only one time and must limit your comments to 5 minutes or less.
3. Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require you to follow the district's complaint procedure before addressing the board. Board members will generally not respond to any questions or comments you make about individual staff members or students. Please remember that slanderous comments will not be tolerated.
4. General Rules: This is a public meeting for the conduct of business. Comments from within the audience while others are speaking will not be tolerated. Offensive language, personal attacks, and hostile conduct will not be tolerated.
5. No action by the Board: The Board will not act on any matter unless it is on the published agenda.

#### 3. Return to School Resolution

The Return to School Resolution is to provide as much flexibility and delegation as possible to the administration to plan and respond to the fluid situation without needing a formal Board meeting to approve various items/changes. The wording in the resolution mirrors language from the "discretionary" function exemption of the Political Subdivision Tort Claims Act.

#### 4. Presentation of COVID-19 Back to School Reopening Plan

On July 2, Dr. Gilson, asked for volunteers from staff, parents, and the community to participate on a Reopening Planning Team (RPT) who will continue to gather input and consider research to develop a plan that will address reopening scenarios and contingencies to ensure the health, safety, and well-being of all students and staff and a reopening infrastructure aligned with changing scenarios. Dr. Gilson divided that team into smaller Ad Hoc Committees to more deeply discuss topics related to around the reopening of school. Four Ad Hoc Committee Chairs and/or a representative will present their findings and recommendations to the school board. The topics they will address include 1) Facilities, Transportation and Extracurricular Activities; 2) Health and Food Services; 3) Academic Learning and School Operations; 4) Student and Staff Wellness.

Blair Community Schools has partnered Dr. Jeff Gold, Chancellor of UNMC, who is a world renowned expert on infectious disease and John Spatz, Executive Director of the Nebraska School Boards Association to bring a team of Infectious disease and public health experts at the UNMC Global Center for Health Security and College of Public Health who have developed a set of guidelines for school districts that include strategies to mitigate the spread of COVID-19 while the facilities continue to operate. Dr. Gold oversees one of the few and largest Biocontainment Units in the United States.

Blair Community Schools was the team's first school visit. The team members have toured and worked with meat packing plants, nursing homes, and most recently the NBA, NFL, Major League Baseball, and the Big Ten Conference to provide their expertise and research to mediate the COVID-19 risk during reopening and operations.

On the same day of the visit, Thursday, July 23, experts at UNMC and Nebraska Medicine released recommended measures following an "exhaustive literature search to see what was out there in terms of best practices and industry-specific information," said Jocelyn Herstein, Ph.D., infectious disease expert for the Global Center for Health Security. Dr. John Lowe, Dr. Herstein and a team of experts toured Arbor Park Intermediate School and met with Blair administrators, a team of teachers, school board members, and others to provide technical assistance as part of new guidelines, titled "COVID-19 Back to School Playbook: Guiding Principles to Keep Students, Teachers, and Staff Safe in K-12 schools."

The team walked the building and gave recommendations for students and staff to be safe in classrooms, hallways, lunch room areas, playgrounds, busses, commons areas, restrooms, during extra curricular activities, the music room, gym, library, offices, etc. to evaluate space, existing procedures, and provided recommendations that have become part of this plan. Dr. Gilson, Mrs. Loseke, Mr. Schoby, and Mr. Callaghan will share their thoughts about UNMC's recommendations.

Here are the team members who are supporting Blair Community Schools Reopening Plan.

Dr. John Lowe, serves as the Assistant Vice Chancellor for Health Security Training and Education, Director of Research for the Nebraska Biocontainment Unit and National Quarantine Unit, Executive Director of Training for the Global Center for Health Security at the University Of Nebraska Medical Center. Dr. Lowe specializes in infection prevention and control of emerging infectious diseases and special pathogens including COVID-19, Ebola, Lassa fever and Influenza. He has peer reviewed papers in molecular virology, industrial hygiene and environmental exposure assessment, focusing on environmental microbiology and disrupting transmission of infectious diseases.

Dr. Lowe leads COVID-19 initiatives investigating COVID-19 transmission dynamics, improving prevention in healthcare, long term care, meat packing and other industries. He currently serves as primary investigator for national training centers, international biosurveillance networks and has helped to determine national guidelines, policies, procedures, and best practices to treat patients with SARS Coronavirus 2, Ebola virus disease and other highly infectious diseases. Specific areas of focus include patient transportation, waste handling/disposal, patient discharge, patient remains, PPE donning and doffing, decontamination, etc. Dr. Lowe holds leadership roles in several organizations and centers, such as the Nebraska Biocontainment Unit, the National Quarantine Unit, the National Ebola Training and Education Center, and the National Health Security Training Center. John is Co-PI of the Biosafety and Infectious Disease Training Initiative, a NIEHS funded consortium. Dr. Lowe has funded projects associated with addressing and disrupting the spread of highly infectious diseases through laboratory capacity building and clinical trials in West Africa as well as research initiatives with Department of Defense to optimize high-level isolation systems.

Dr. Jocelyn Herstein, MPH serves as the Program Coordinator for the Global Center for Health Security and Co-Course Director for the National Disaster Medical System's Isolation, Simulation and Quarantine Training at UNMC. Her areas of research include highly hazardous communicable diseases and infection control, with focus on U.S. national preparedness infrastructure, transportation of patients with highly hazardous communicable diseases, and training and education.

Jocelyn's research includes exposure assessment and developing and validating protocols for occupational health and safety in a high-level isolation setting. Jocelyn has been involved in the planning and evaluation of multiple international and national highly hazardous communicable disease transport and biocontainment patient care exercises, coordinated and trained ground transport teams on highly hazardous communicable disease transport, and co-led an initiative with the Department of Defense to optimize high-level isolation systems.

Michelle Schwedhelm, EXECUTIVE DIRECTOR OF EMERGENCY MANAGEMENT AND BIOPREPAREDNESS, NEBRASKA MEDICINE. Shelly Schwedhelm has served in leadership roles within Nebraska Medicine for 35 years. Her work experience has encompassed positions of increasing accountability and responsibility requiring exceptional strategic, communications, analytical, and team-building skills. She also possesses a thorough knowledge of clinical skills, human resources, risk

management, as well as the regulatory, financial and contracting skills so critical to the success of large clinics. Ms. Schwedhelm has experience in emergency and trauma services; perioperative services; infection prevention; emergency preparedness; clinical operations; and program-specific roles in quality and start-up and turnaround projects.

Ms. Schwedhelm had overall accountability for Biocontainment Unit operations and logistics during the Ebola virus disease outbreak of 2014-15. She traveled on readiness site visits with the Centers for Disease Control in 2014 and 2015, and developed a two-day Ebola education training program held on the UNMC campus. She currently oversees numerous grants associated with infectious disease and is a program director and subject matter expert with the National Ebola Training and Education Center (NETEC). In addition, Ms Schwedhelm has served as a subject matter expert in numerous site visits to regional Ebola treatment centers and to states to provide expertise and technical support.

Dr. Christopher Kratochvil from UNMC, Associate Vice Chancellor for Clinical Research Chief Medical Officer, UNeHealth; Dr. Kratochvil specializes in child-adolescent psychiatry. He is a Professor of psychiatry, with an adjunct appointment with the Department of Pediatrics and College of Public Health. Dr. Kratochvil has an interest in clinical trials for children and adolescents, with a focus on ADHD and depression. Much of his research focuses on medications, and, in 2011, he co-edited the book Pediatric Psychopharmacology: Principles and Practice, 2nd Edition. He has also authored or co-authored over 100 articles in medical journals.

Terra Uhing, Executive Director Three Rivers Health Department

Lindsey Cork, Assistant Director of Three Rivers Health Department

John Spatz, Executive Director of Nebraska Association of School Boards

Following the presentation, the school board will take action to support the Blair Community Schools Back to School Reopening Plan. Here is a link to the plan.

## 6. 2020-21 School Handbooks

6. The Board expects students to comply with such amendments, updates, revisions and any other directives from District administrators and staff. The school board is asked to take action to approve the 2020-21 Handbooks, which will be in place along with the Blair Community Schools Back to School Reopening Plan. The Provisions of the Return to School Resolution delegates the authority including delegation of Student Handbook Provisions to the Superintendent or Superintendent's designee with consultation with other administrators and the Reopening Planning Team including Ad Hoc groups, public health officials and medical experts the authority to amend, update, or otherwise revise student handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of rules and standards validly established pursuant to Neb. Rev. Stat. §§ 79-257, 79-259, 79-261, 79-262 and 79-264. Further, any such amendments, updates, or revisions (including a possible mask requirement) shall comply with Nebraska law, including Neb. Rev. Stat. §§ 79-734 and 79-2,127, et seq.

### **Digital Handbooks- Links**

- a. **Preschool**
- b. **Deerfield, North, South (K-2)**
- c. **Arbor Park (3-5)**

d. **Otte Middle School (6-8)**

e. **High School (9-12)**

f. **Activities**

7. Adjournment

**RESOLUTION OF THE BOARD OF EDUCATION OF WASHINGTON COUNTY  
SCHOOL DISTRICT NO. 89-0001, A/K/A BLAIR PUBLIC SCHOOL DISTRICT  
REGARDING THE FALL REOPENING AND RETURN TO SCHOOL**

**BE IT RESOLVED THAT:**

**WHEREAS**, for the past several months, various local, state, and national emergency orders, recommendations, guidance and directives have been issued regarding the COVID-19 global pandemic, including the Nebraska Department of Health and Human Services Directed Health Measure Order 2020-008 (dated April 1, 2020), which required that “All schools; public, private and parochial: are hereby ordered to cease all in-person instruction . . .;” and

**WHEREAS**, since the entry of Directed Health Measure Order 2020-008, the District has provided student instruction via remote or distance means; and

**WHEREAS**, since the end of the 2019-2020 school year, District administrators and staff members have worked diligently with key stakeholder groups, including public health officials and medical experts, to develop a plan to return to in-person student instruction during the 2020-2021 school year; and

**WHEREAS**, the evolving COVID-19 pandemic presents numerous challenges to developing a definitive return-to-school plan, given how the COVID-19 pandemic continues to rapidly develop in a fluid environment (including the possibility of a frequently updated “risk dial”); and

**WHEREAS**, the Board of Education supports the ongoing efforts to develop and implement a return-to-school plan, and the Board of Education believes that it is in the best interests of student learning that students return to in-person instruction during the 2020-2021 school year; and

**WHEREAS**, in order for the District to effectively and timely respond to the ever changing COVID-19 situation, the Board hereby desires to delegate certain authority and decision-making responsibility to the Superintendent or Superintendent’s designee so that the Superintendent or Superintendent’s designee may continue to plan for and ultimately implement without delay a return to in-person instruction during the 2020-2021 school year.

**NOW, THEREFORE**, the Board of Education hereby finds, determines, and adopts the following:

**1. Ratification of Actions Taken to-Date.** The Board of Education hereby ratifies, supports, and affirms all actions taken to-date by District administrators and staff in response to and planning for student instruction during the COVID-19 pandemic.

**2. Delegation of Safety and Health Requirements.** Pursuant to Neb. Rev. Stat. § 79-526, the Board of Education “shall make rules and regulations as it deems necessary for the government and health of the pupils and devise any means as may seem best to secure the regular attendance and progress of children at school.” In fulfillment of that statutory requirement, and

pursuant to all other applicable law, the Board of Education hereby expressly delegates to the Superintendent or Superintendent's designee the authority to develop rules and regulations deemed necessary for the government and health of the District's students and devise any means as may seem best to secure the regular attendance and progress of students at school. These rules and regulations may include a mask requirement or recommendation, sanitizing procedures, social distancing guidelines, building entry and admission protocols, and the like. In formulating, preparing, and implementing said rules and regulations, the Superintendent shall consult with other administrators and the Reopening Planning Team including Ad Hoc groups, public health officials and medical experts.

In formulating, preparing and implementing such rules and regulations, the Board further expressly delegates and authorizes the Superintendent or Superintendent's designee to develop and implement any and all other health and safety measures in response to the COVID-19 pandemic, including modifications or changes to the District's 2020-2021 school calendar, transportation provisions and opportunities, extra-curricular and after-school activities, before-and-after-school care programs, and so forth.

By passage of this Resolution, the Board hereby expresses its expectation that all persons, including students, staff, community members, and other visitors comply with such rules and regulations.

**3. Delegation of Student Handbook Provisions.** The Board of Education hereby delegates to the Superintendent or Superintendent's designee with consultation with other administrators and the Reopening Planning Team including Ad Hoc groups, public health officials and medical experts the authority to amend, update, or otherwise revise student handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of rules and standards validly established pursuant to Neb. Rev. Stat. §§ 79-257, 79-259, 79-261, 79-262 and 79-264. Further, any such amendments, updates, or revisions (including a possible mask requirement) shall comply with Nebraska law, including Neb. Rev. Stat. §§ 79-734 and 79-2,127, *et seq.*

The Board expects students to comply with such amendments, updates, revisions and any other directives from District administrators and staff.

**4. Delegation of Staff Handbook Provisions.** The Board of Education hereby delegates to the Superintendent or Superintendent's designee with consultation with other administrators and the Reopening Planning Team including Ad Hoc groups, public health officials and medical experts the authority to amend, update, or otherwise revise staff handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of Board-approved expectations and directives. The Board further delegates to the Superintendent or Superintendent's designee the authority to determine and implement staff return-to-work requirements, staff health and safety precautions, and, to the extent permitted by law, staff compensation arrangements, including the payment (or nonpayment) of extra duty stipends if a season or activity is cancelled due to the COVID-19 pandemic. The Board expects all staff to comply with such amendments, updates, and revisions.

**5. Temporary Suspension of Board Policies and Delegation of Authority to Develop Rules.** By passage of this Resolution, the Board hereby acknowledges that it has balanced its desire for in-person student instruction with the fluid COVID-19 situation and the need for the District to achieve a proper balance with the limitations of the District's current budget, existing facilities, staffing levels, and limited resources. After balancing these competing interests, and to the extent permitted by law, the Board hereby suspends any Board policies that conflict with this Resolution or conflict with any action taken by the Superintendent or Superintendent's designee pursuant to this Resolution. Further, any Board policies that would otherwise prevent, hinder, or delay necessary action in carrying out or implementing the same in order to cope with the COVID-19 emergency are hereby waived and suspended. Once this Resolution expires, all Board policies (even those that conflict with this Resolution) will become and remain effective.

**6. Decision-Making Process.** The Superintendent and/or Superintendent's designee will consult with other administrators and the Reopening Planning Team including Ad Hoc groups, public health officials and medical experts and is expected to keep the Board reasonably informed of any meaningful actions taken pursuant to this Resolution.

**7. Balancing Interests.** The Board intends that the return to in-person instruction be implemented in a way that prioritizes the health and safety of students, families, and staff members. However, the Board acknowledges that a return to in-person instruction plan may mitigate, but will not completely eliminate, the associated risks of in-person instruction in the middle of the COVID-19 pandemic. As public health professionals have recognized, no single act or set of actions will eliminate the risk of COVID-19. The Board balances this risk while simultaneously recognizing that the need for quality, effective, in-person student instruction is a priority during the 2020-2021 school year. As a result, the Board has balanced these competing interests and has based its preference to return to in-person instruction on the Board's own unique and particular social, economic, and policy-making determinations.

**8. Subsequent or Emergency Changes.** The Superintendent or Superintendent's designee is hereby delegated and authorized to take any subsequent or emergency measures or actions in planning for or implementing a return to in-person student instruction and in response to the COVID-19 pandemic, including those measures that may not be explicitly referenced in this Resolution.

**9. Subsequent Ratification.** The Board intends to ratify the actions of the Superintendent or Superintendent's designee at a subsequent Board meeting.

**10. Expiration.** This Resolution, and all of the content, powers, delegation and authority therein, shall expire upon the earlier of: (1) a vote by a majority of the quorum of the Board or (2) the end of the 2020-2021 school year.

THIS RESOLUTION was adopted this \_\_\_\_ day of \_\_\_\_\_, 2020 by at least a majority vote of a quorum of the Board of Education at a duly held public meeting.

**PRESIDENT, BOARD OF EDUCATION**

**SECRETARY, BOARD OF EDUCATION**

# K-2 School Handbook 2020-2021



Laura Jackson, Deerfield Principal  
Amy Rogers, North/South Principal

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# ~Welcome to the K-2 Schools~

## Office Hours - 7:30 a.m. – 4:00 p.m.

Deerfield Primary School - 1100 Deerfield Blvd.	426-5123
North Primary School- 1326 Park St.	426-3835
South Primary School - 1616 Butler St.	426-2229

## School Administration

Superintendent of Schools Dr. Randy Gilson.....	426-2610
Executive Director of Building Operations, Tom Anderson.....	426-2610
Executive Director of Learning, Dani Ladwig .....	426-2610
Executive Director of Student Service, Leon Haith.....	426-2610
Director of Business, Tom Shearer.....	426-2610
Blair High School Principal, Tammy Holcomb.....	426-4941
Blair High School Assistant Principal, Mark Gutschow.....	426-4941
Activities Director/Assistant High School Principal, Dan Hutsell.....	426-4941
Otte Middle School Principal, Dr. Chris Stogdill .....	426-3678
Otte Middle School Assistant Principal Leon Haith.....	426-3678
Arbor Park Intermediate Principal, Kyle Johnson.....	426-2735
Deerfield Principal, Laura Jackson.....	426-5123
North/South Principal, Amy Rogers.....	426-3835
Technology Director, Mark Dickinson.....	426-5123

### Home - School Transition

The information in this booklet contains suggestions related to policies and procedures for school. The goal of the Blair Community Schools is to provide quality education for all students. This can only be accomplished through school effort and parent/guardian interaction and support. Therefore, we invite your questions and encourage your interest.

### BLAIR COMMUNITY SCHOOLS MISSION STATEMENT:

## The Blair Community Schools ... Where All Students Learn

### We believe the following:

- Each child is unique with special talents.
- Human diversity is recognized and respected.
- Each student will achieve proficiency of essential content and skills.
- Change is necessary for continued growth.
- Efficient and effective use of technology will improve student learning.
- Frequent and varied assessments are essential for effective education.
- A supportive environment nurtures, challenges and encourages students to reach their full potential.
- A safe and secure environment, including mutual respect and self-discipline, is essential for student learning.
- A partnership with the community, home, school, and student is necessary for student success.
- Thinking and problem solving skills are essential for student learning.

**Parent (defined)** Wherever “parent” or “guardian” appears in the Student/Parent Handbook, it shall mean biological parent, adoptive parent or legal guardian.

### **Student Responsibility**

It is important for each student to be a responsible school citizen. Good citizenship is emphasized. A responsible student:

- is friendly, helpful, and kind to staff members and other students.
- does his/her part to keep the building and grounds in good condition.
- is on time each day.
- is helpful to new students and visitors.
- gives his/her best effort in all areas.
- is prepared for class work and instruction.
- is careful with books and other materials.
- follows school rules.

### **Special Accommodations**

Individuals needing special accommodations for school activities should contact the school at least two days before a public school event.

### **Equal Opportunity**

The Blair School District does not discriminate on the basis of race, color, national origin, sex, marital status, age or handicap in admission or access to, or treatment of or employment in, its programs and activities.

## **K-2 Goals**

### **The student will:**

- Have a positive self-concept and be successful within the instructional setting.
- Be responsible for behavior.
- Respect others and their property.
- Make appropriate decisions.
- Demonstrate appropriate social skills.
- Communicate effectively.
- Display a positive attitude toward learning.
- Convey a sense of belonging.
- Rely on the school as a safe place.
- Demonstrate good study skills.

## **K-2 Curriculum Goals**

### **Art:**

Analyze the elements in artist's work.  
Demonstrate an understanding of the elements and principles of design.  
Originate own works.

### **Guidance:**

Provide proactive, developmental curriculum designed to facilitate the academic, personal/social and career needs of all students.

### **Language:**

Communicate, utilize, and understand oral and written language effectively.

### **Math:**

Understand the numerical system to compute and apply to practical situations.

### **Music:**

Acquire musical skills and knowledge through singing, playing instruments, moving to music, and creating music.  
Explore music in relation to history and culture.

### **Physical Education:**

Demonstrate development of motor skills; emotional and social relationships.  
Communicate an awareness of body and self in space; an awareness of fitness needs.

### **Reading:**

Comprehend what is read and choose to read for information and enjoyment.

### **Second Step:**

Learn, practice and acquire social, emotional and behavioral expectations through lessons and reinforcement.

### **Social Studies:**

Understand characteristics of self, home, neighborhood and community.  
Be patriotic and exhibit good citizenship.

### **Science:**

Exhibit an awareness of basic life, earth, and physical science concepts.

# Supply List for K-2 Students

Students are encouraged, but not required, to bring the school supplies listed below:

## Kindergarten:

- o Standard size plastic pencil box (**no zippers, lights, music or metal**)
- o 6 -12 #2 pencils (**yellow only, regular size, and sharpened**) **No mechanical**
- o 24 count Crayola Crayons (Twistable or regular, primary colors needed)
- o Pink eraser
- o Fiskars for kids scissors 2" blade (blunt tip)
- o 6-12 glue sticks (Elmer's brand recommended)
- o LARGE backpack (**no wheels, sling back, or messenger type bags**)
- o Headphones
- o Water bottle
- o 1 watercolor paint set and a 3 pack of Clorox Wipes if possible (**Last name A-M**)
- o 1 box 8-10 pack of WASHABLE broad lined markers and a 3 pack of tissues (**Last name N-Z**)

## First Grade:

- o Standard size plastic pencil box (**no zippers, lights, music, or metal**)
- o 12 #2 sharpened pencils (no plastic coating, no mechanical)
- o **24 Count Crayola Crayons**
- o Pink eraser
- o Fiskars for kids scissors 2" blade (blunt tip)
- o 6-8 glue sticks + 1 bottle white glue
- o 1 box of 8-10 classic broad line markers
- o 1 wide ruled spiral notebook
- o 2 portfolio folders with 2 bottom pockets (**no side pockets**)
- o 1" 3-ring binder with **clear overlay** and 2 inside bottom pockets
- o 2 boxes of tissues (regular size)
- o Headphones
- o Water bottle
- o 1 container of Clorox Wipes - if possible
- o LARGE backpack (**no wheels**)

## Second Grade:

- o Standard size plastic pencil box (**no zippers, lights, music, or metal**)
- o #2 pencils (**yellow only, regular size, and sharpened**) **No mechanical**
- o 24 count Crayola Crayons (Twistable or regular, primary colors needed)
- o Pink eraser
- o Fiskars for kids scissors 2" blade (blunt tip)
- o 6-8 glue sticks + 1 bottle white glue
- o 1 box 8-10 classic broad line markers
- o 2 wide ruled spiral notebooks
- o 3 portfolio folders – 3 hole punched with 2 bottom pockets (**no side pockets**)
- o 4-pack of dry erase markers
- o Headphones
- o Water bottle
- o 2 boxes of tissues (regular size)
- o 3 pack of Clorox Wipes - if possible
- o LARGE backpack (**no wheels**)

**\*\*Please do not send items that are not listed above. Label all items sent to school. Teachers ask for yellow pencils only. Pencils with plastic/decorative wraps on them bind up the sharpeners.**

# School Enrollment Requirements

## **1. Certified Birth Certificate Required**

All new (first time) enrollees must provide, within thirty days of enrollment, a certified copy of the student's birth certificate, or other reliable proof of the student's identity (and age) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Failure to comply will cause the school district to notify the parents/guardians in writing, and if after ten days, parents/guardians are not in compliance, the matter will be reported to the local law enforcement agency.

## **2. Family Information Form/Student Verification Online**

Student/Family information is completed by parents/guardians for students enrolling in the elementary schools. Parents/guardians list their phone number(s) and two other responsible adults who can be notified in case of an emergency. These adults should live within the Blair School District, have a local telephone number, and be willing to care for the child until the parent/guardian arrives. All necessary information must be filled in.

## **3. Immunization and Physical Records**

Students enrolling in Kindergarten and 7th grade, and students who transfer into any grade from another state, must have a physical examination by a physician, physician assistant or an advanced practice registered nurse, within 6 months prior to entrance into school, to satisfy Nebraska State requirements [79.214 (3)]. A Sports Physical will not be accepted in place of a complete school physical.

In addition, a vision examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist is required within 6 months prior to entrance into school of a child in Kindergarten, and students who transfer into any grade from another state. For more information about the vision requirement, including the availability of resources for low-income families, please contact the school nurse in your child's school.

A grace period of thirty (30) days from the date of enrollment will be allowed for compliance with the physical and vision examination requirements for any student transferring from out of state.

Physical exam and vision exam forms as well as waiver forms are available in each school office or online at [www.blairschools.org](http://www.blairschools.org).

## **Immunization Records**

As of February 7, 2004, and prior to enrollment, students are required to be immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis B, and varicella. School records must show the month and year of each immunization for diphtheria, tetanus, pertussis, polio, hepatitis B, and varicella; month, day and year of each immunization for measles, mumps and rubella before students enter school.

### Minimum Requirements for School Entrance

1. MMR (Measles - Mumps - Rubella or MMRV)- need 2 injections, with the first dose given on or after the first birthday and the 2 doses separated by at least one month.
2. DTap, DTP, DT or Td (Diphtheria-Tetanus-Pertussis)-need 3 doses, with one dose given on or after the 4th birthday. 7<sup>th</sup> grade only-1 dose of Tdap (must contain pertussis booster); this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.
3. Polio Vaccine-need 3 doses.
4. Hepatitis B (HepB)-need 3 doses of pediatric Hep B vaccine or if alternate Hep B vaccine used, then 2 doses of adult vaccine specified for adolescents is 11-15 years of age.
5. Varicella- 2 doses of varicella (chicken pox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

These are minimum requirements for school entrance. Additional doses (boosters of DPT/Td and polio) are recommended but not required by the state. Students not in compliance will not be permitted to enter school. Only the following exemptions apply:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by the parent or legal guardian and notarized.
3. Student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible substantiated by a signed statement from a physician.
4. Documented history of varicella disease from a parent or health care provider with year of infection constitutes evidence of immunity to varicella.

# Kindergarten Requirements

## **Buying for School**

The school asks parents/guardians to label all items their child brings to school. Parents/guardians are encouraged to monitor their child's outer clothing throughout the year so dress is appropriate for weather conditions and anticipated changes. Students are expected to zip their coats, fasten their shoes, and put on their boots without assistance. Parents/guardians can help with these self-help skills by selecting clothing which is manageable for the child.

When winter weather approaches, boots, scarves, mittens, and snowsuits are recommended. If a student wears boots outside, another pair of shoes is kept at school or carried in a backpack to wear inside.

## **Kindergarten Requirements**

Children are required to be 5 years of age on or before July 31 to enter kindergarten. Students with birth dates on or after August 1 and on or before October 15<sup>th</sup> may apply for early entrance to kindergarten by contacting any primary school or central office. Age must be verified by supplying the school with a certified copy of the child's birth certificate.

A copy of the child's physical and vision examination and completed immunization records are required before a student enters school. A student who is not in compliance with the immunization requirement will not be allowed to enter school. (See page 4 for additional information.)

# School Policies and Regulations

## **\*Minor Changes**

All handbooks will have minor changes such as the school year reference, contact or personnel names, supply list items, or other minor changes that do not alter the guideline or policy context of the section/passage the change occurs in. Those changes are not shown in this document. In addition, changes to NCLB (now covered under ESSA) are not necessarily shown, but may be included depending on the verbiage and impact on handbook language.

## **All-Sports Athletic Passes**

All-Sports Athletic Passes are sold at the high school office. This is an adult pass, which admits one elementary child free to a game when accompanied by a parent/guardian. Students are required to sit with the parent/guardian throughout the game or in the reserved student area. If a student is rowdy, frequently out of the seating area, changing seats, or if behavior is deemed uncooperative, the child may be asked to leave the game.

## **Arrival and Dismissal (including PLC Friday Schedule) (New times due to OBMS/HS schedules)**

Monday through Thursday Arrival	PLC Friday Arrival
8:05 Doors unlock	9:35 Doors unlock
8:05 Students enter buildings	9:35 Students enter buildings
Breakfast is served	Breakfast is served
8:15 Students go to homeroom	9:45 Students to go to homeroom

The school doors will be unlocked at 8:05 AM (9:35 on Fridays) when supervision is available. Students should not arrive on the school grounds before 8:00 AM (9:00 on Fridays). Breakfast will be served beginning at 8:05 AM (9:35 AM on Fridays). At 8:15 (9:45 AM on Fridays) a bell will ring for students to go to their homeroom. A tardy bell will ring at 8:25 (9:55 on Fridays). Students not in their rooms prior to this time will be counted tardy. For the benefit of the child, it is necessary that the principal grant special permission for any time during the day that the child leaves school grounds. Parent(s)/guardian(s) should request permission in advance. At dismissal, students should leave school grounds as soon as possible. Students who wish to return to the playground may return after 4:00 PM.

### **Crossing Guards are provided at the following locations:**

#### **SOUTH PRIMARY**

- 1) Directly in front of the building; student pick-up area.
- 2) 17<sup>th</sup> and Butler St.
- 3) 16<sup>th</sup> and Butler St.

#### **NORTH PRIMARY**

- 1) Directly in front of the building; student pick-up area.
- 2) 13<sup>th</sup> and Jackson St.
- 3) 13<sup>th</sup> and Park St.
- 4) 14<sup>th</sup> at Park St.

#### **DEERFIELD PRIMARY**

- 1) Directly in front of the building; student pick-up area.
- 2) Deerfield Blvd in front of the building
- 3) Highway 75 and Deerfield Blvd

In order to maintain a safe and orderly arrival and dismissal, the school asks parents/guardians to follow the suggestions listed below.

1. Parents/guardians should plan how their child will go to and from school and record this information through the on-line student verification process. Parents MUST call school any time dismissal changes occur throughout the school year.
2. When parents/guardians transport students to school, they should study the school map to determine which area is designated as the parent/guardian loading and unloading zone. Beginning on the first day of school, students are dropped off and picked up in the same area. Grandparents, child care providers, and others who transport children to school should know the school's policy.
3. When a student rides the bus, parents/guardians contact the transportation director for details. A student who rides the bus should begin riding the first day of school and thereafter on a consistent basis. During the first week(s) of school the student should wear a name tag which includes the child's name, school, and bus number.
4. Whenever the child attends a special event on a regular basis such as going to Brownies, dance lessons, or playing at a friend's house, the parents/guardians MUST notify the office so the teacher can accommodate these dismissal irregularities. **Without** parent/guardian notification, students are **NOT** allowed to change their routine after school.

**Attendance and Absenteeism**

Parents/guardians are required to call the school by 9:00 a.m. to report their child's absence.

Doctor and dental appointments are excused absences or tardies, but are still marked as absences or tardies and counted in the total days absent or tardy.

Tardy	Students who arrive after 8:25 but before 9:30
Absent a.m.	Students who arrive after 9:30 but before 12:00
Absent p.m.	Students who leave after 12:00 but before 2:00

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Parents will be notified when their child reaches, 5, 10, 15 and 20 absences.

The K-2 schools in accordance with Nebraska's compulsory attendance statutes (79-201 and 79-209) may notify the County Attorney when a student has missed twenty (20) school days for any reason.

**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 laws. 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."

**Excessive Absenteeism**

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures may be implemented:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. One or more meetings 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:
  - a. Illness related to physical or behavioral health of the child;
  - b. Educational counseling;
  - c. Educational evaluation;
  - d. Referral to community agencies for economic services;
  - e. Family or individual counseling; and
  - f. Assisting the family in working with other community services.

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

**Reporting Excessive Absenteeism to the County Attorney**

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.

**Availability of Student/Parent Handbook Online and Handbook Receipt Form**

All grade levels will offer the option of receiving the Student/Parent Handbook online via respective building web pages. This option will allow the district to use technology to offer the handbook to students and parents, thus saving in printing and dissemination costs. Each grade level receipt is attached at the end of this document.

### **Background Checks and Volunteers**

As a part of the Blair Community Schools ongoing effort to keep our schools safe, background checks and/or criminal investigations are required for all volunteers in accordance with the Fair Credit Reporting Act (FCRA). Findings may be cause for not allowing a person to volunteer in the school system. The cost of such background checks will be borne by the Blair Community Schools. Applications will be sent home after receiving a returned volunteer form at the beginning of the school year. IDs will be issued after background check approval. Parents wishing to volunteer in classrooms and/or field trips MUST have an ID badge issued before doing so.

### **Bicycles and Scooters**

K-2 students are not permitted to ride bicycles or scooters to school.

### **Birthdays**

Teachers often plan special activities for students on their birthdays and students may bring inexpensive treats for classmates. However, if parents/guardians send treats they MUST be commercially prepared and individually wrapped. Treats are left in the office and delivered to the classroom at recess or at the end of the day. **Students are not allowed to hand out birthday invitations at school.**

### **Breakfast**

Breakfast is available for students from 8:05 to 8:25 am. (9:35 to 9:55 on PLC Friday) Prices are listed under "Student Fees."

### **Bring Your Own Device (BYOD)**

Student/Parent Guidelines for use of a Privately Owned Electronic Device

Blair Community Schools will allow students to use privately owned electronic devices to access the wireless network. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the BCS Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to BCS guidelines. If a privately owned device is used by a student to disrupt the educational environment that student's privileges may be limited or revoked.

Answers to frequently asked questions concerning BYOD are available.

1. Students may use a privately owned electronic "Internet ready" device on the BCS wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the Internet using any external Internet service.
4. No privately owned electronic device may be connected to the BCS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No BCS owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, BCS is not responsible for any financial or data loss.
12. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the BCS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy as well as by local, state and/or federal law.
13. BCS personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. BCS reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school computer.

### **Bullying**

Bullying typically consists of direct behaviors that may include teasing, taunting, obscene gestures, threatening, and physical contact that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying can also occur through indirect attacks that may include spreading rumors to create intentional exclusion that cause victims to be socially isolated. Whether the bullying is direct or indirect, **the key component of bullying is physical or psychological intimidation and targeting that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.**

Students who have been bullied or students that witness bullying are encouraged to report these actions to a teacher, counselor, administrator or other trusted adult. All reports will be investigated and teachers and parents of the students involved will be contacted. Students who initiate bullying actions or are involved in such actions will be disciplined in accordance with the Blair Community Schools Discipline Guidelines.

### **Discipline and Legal Responsibilities**

Because neither the school nor the parent deals with all aspects of the student's life, it is essential that a sound working relationship between the parent and the school exists. The school and the parent must establish a close working relationship and parents must accept their responsibility in helping to solve the student's school problems. The parent cannot expect the school to handle the student's problems alone. Since there is a considerable carry-over between the home and the school, a problem cannot be identified as a strictly home or a

strictly school problem. Therefore, an open and constructive relationship between the parent and the school will greatly enhance the possibilities of discovering a workable solution to the student's problem. Good discipline originates in the home. The parent/guardian is the first teacher of his/her child, and should develop in him/her good behavior habits and proper attitudes toward school.

A parent/guardian should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

### **Code of Conduct**

On important charges every effort should be made to consult with parents before a disciplinary decision is reached. Students have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply not only to school hours but also to other times, especially while attending school activities at home and away.

Student attendance at school is a mandatory charge to parents for those children under sixteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and privilege of public schooling for those under sixteen as well as those sixteen and over.

Disciplinary considerations will be made according to the student's best interests and corrections of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered.

In other extreme situations, a student may be suspended or expelled from school by the Superintendent or Principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school or state policies. Examples of offenses that might result in the suspension or expulsion of a student at the K-2 level are:

1. Disobedience - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, Principal or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
4. Gross disrespect for teachers, school officials, students and other employees.
5. Verbal and physical sexual harassment that is sufficiently severe, persistent and pervasive so that to limit the student's availability to benefit from education.
6. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.)
  - b. Gambling.
  - c. Fighting.
  - d. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes.
  - e. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or even off school grounds.
  - f. Willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student:
    1. On the school ground
    2. Off the school grounds at an educational function or event.
    3. On any property of the Blair Community Schools.
  - g. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from that person.
  - h. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon or an explosive device, including, but not limited to, guns, knives, ammunition, fireworks, etc.
    1. On the school grounds.
    2. Off the school grounds at any educational function or event.
    3. On any property of the Blair Community Schools.
  - i. Engaging in the unlawful selling, use, possession, under the influence of, or dispensing of a controlled substance or alcoholic liquor, or possession of drug paraphernalia.
  - j. Truancy--absence from school without school or parental authority.
  - k. Theft--the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
  - l. Displays of affection--Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
  - m. Sexual assault, harassment or attempting to sexually assault any school employee or student.
  - n. Use of racial or ethnic comments that may be deemed socially and personally unacceptable and that may cause an interference with the educational program of the school or individual student.
  - o. Public Indecency as defined by R.R.S. 28-806.
  - p. The use of paging devices, cellular phones, or other similar communication devices are not permitted during the school day.

- q. Possession of nuisance items (i.e. lasers, spitballs, water pistols, water balloons, firecrackers, snowballs, games, trading cards, etc.)
  - r. Possession of lighters, matches and/or other fire starting devices.
  - s. Engaging in any other activity forbidden by the laws of the State of Nebraska which interferes with school purposes
7. Hazing by classes, clubs, athletic teams or other student organizations, as defined on page \_\_\_\_ of the Student-Parent Handbook is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization.

**Blair Community Schools Drug & Alcohol Policy**

Engaging in the unlawful selling, use, possession, under the influence of, or dispensing of a controlled substance or alcoholic liquor is PROHIBITED on school grounds, in school owned vehicles being used for a school purpose, or at a school sponsored activity or athletic event. The District may use drug dogs or other drug detection in the enforcement of this policy.

A. That the following penalties be assessed for the offenses indicated when such offense occurs on school premises, at school sponsored activities, or in a school owned vehicle:

Engaging in the unlawful selling or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance or alcoholic liquor as defined in section 53-103, the penalty shall be expulsion for the remainder of the semester. (Copies of the above statutes are available upon request in the Principal's Office.)

- 1. Engaging in the unlawful use or possession of a controlled substance, drug paraphernalia or an imitation controlled liquor as defined in section 53-103, the penalty shall be ten days suspension and drug/alcohol evaluation and counseling before readmission for the first offense and expulsion for the remainder of the semester for the second offense.
- 2. Being under the influence of a controlled substance or alcoholic liquor, five days suspension and drug/alcohol evaluation and counseling before reentry for the first offense, expulsion for the remainder of the semester for the second offense.

B. For students involved in school activities: No participant in any Arbor Park Intermediate School activity may be involved in the use of tobacco, engaging in the unlawful possession, selling, dispensing, or use of illegal drugs or alcoholic beverages. The following penalties will be invoked:

- 1. FIRST OFFENSE - Will result in a two-week suspension from interscholastic contest or activities, including the next contest and/or activity. The student must continue to attend and participate in all practices and meetings during the suspension.
- 2. SECOND OFFENSE - Will result in the forfeiture of all privileges of participation in the sport or activity, including practices, for the remainder of the duration of that school year.

**Disciplinary Procedures**

There are seven types of disciplinary procedures in effect in School District No. 1 of Washington County, Nebraska and the Blair Community Schools.

ADMINISTRATIVE ACTIONS shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of student, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling, or restriction of extracurricular activity.

EMERGENCY EXCLUSION shall mean exclusion of a student from attendance in all schools within the system until the circumstance justifying the exclusion has been resolved.

SHORT-TERM SUSPENSION shall mean the exclusion of a student from attendance in all schools within the system for a period not exceeding five school days.

IN-SCHOOL SUSPENSION may also be authorized for a student subject to the infractions for which a short-term suspension is authorized. Specific rules for the In-School Suspension room have been established and will be given to students at the time this is assigned.

LONG-TERM SUSPENSION shall mean the exclusion of a student from attendance in all schools within the system in accordance with R.R.S. 79-4, 196.

EXPULSION shall mean exclusion from attendance in all schools within the system in accordance with R.R.S. 79-4, 196.

MANDATORY REASSIGNMENT shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action.

**1. Administrative Actions**

Administrators or teachers may take actions regarding student behavior, other than emergency exclusion, short-term suspension, long-term suspension, expulsion or reassignment, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, requirements that a student remain in school after regular hours to do additional work, or requirements that a student receives counseling or restriction of extracurricular activity.

## 2. Emergency Exclusions

A student may be excluded from school on an emergency basis on clear factual situation warranting exclusion or indicating that the student (a) has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community, or (b) if the student's conduct presents a clear threat to the physical safety of the student or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based:

a. Less than five (5) days. If the exclusion is for five days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student, student's parents or guardian, describing the factual basis for the principal's action. The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

b. Greater than five (5) days. If the exclusion is for longer than five (5) days, the hearing procedures specified in Board Policy JCEB shall be followed.

## 3. Short-Term Suspension

The Principal may deny any student the right to attend or to take part in any school function for a period of up to five (5) days on the following grounds:

a. Conduct constituting grounds for expulsion.

b. Violation of school rules adopted by School Board pursuant to the Student Discipline Act, 1994. The student shall be given oral or written notice of the factual situation upon which the exclusion is based, and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student and his/her parent or guardian, describing the factual basis for the Principal's action. The Principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

## 4. In-School Suspension

Guidelines for assignment to In-School Suspension are the same as those outlined in Number 3 above, Short-term Suspension. I.S.S. is considered by school officials as an alternative method of Short-Term Suspension and is given as determined necessary by the Principal.

Specific guidelines for I.S.S. are:

- . (1) The number of days a student is assigned to the I.S.S. room will be determined by the Principal.
- . (2) Students may be assigned to I.S.S. for any offense which ordinarily would cause a student to be suspended from school on a short term basis.
- . (3) The I.S.S. room, a designated room in the building, will be supervised by an Arbor Park School staff member. This area will be isolated from all other students, and no one will be admitted to this area except for those faculty members in charge.
- . (4) Students assigned to the I.S.S. room will receive credit for work accomplished.
- . (5) Specific Information:
  - a) Students assigned to the I.S.S. room will arrive at the main office no later than the regular school start time. Students tardy will receive consequences appropriate to the behavior. Students will be dismissed by the supervising adult at the regular school dismissal time, unless otherwise arranged. Students may not leave until dismissed.
  - b) Students are to bring all materials with them - books, agenda, pencil, and pens.
  - c) Students are to remain in their seats at all times and work quietly.
  - d) Students are to raise their hand if they need to be heard.
  - e) Students are to use appropriate language and be polite at all times to the I.S.S. supervisor and other students.
  - f) Students are to complete all work first, then they may read or draw quietly. If the student does not have something to do, an assignment will be given to them.
  - g) Students are to sit in their chair and stay awake.
  - h) All four legs of the chair will remain on the floor at all times.
  - i) Any damage to school property will be repaired by the student or paid for by the student.
  - j) There will be a morning, lunch and afternoon restroom break.
  - k) Lunch will be eaten in the I.S.S. room. Students will be taken to the lunchroom ten minutes prior to the first regular lunch group. Visiting is not allowed during lunchtime. Food and drink are allowed only at lunchtime. No candy or gum is allowed.
  - l) If the student does not follow the above rules and/or procedures given by the Principal, additional days of In-School Suspension or Out-of School Suspension will be assigned.
- . (6) Absence from school will not count as a day of I.S.S. (i.e. 3 days of I.S.S. equals 3 days served). This includes prearranged doctor and dentist appointments.
- . (7) Generally speaking, a student will not be assigned to the I.S.S. Room more than twice for the same offense during a semester. Exceptions to this policy may be made by the Principal.
- . (8) Students in I.S.S. are not eligible to participate in athletics or activities for that/those day(s).

## 5. Long-Term Suspension, Expulsion, Mandatory Reassignment

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
- (7) Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- (8) Engaging in bullying as defined in section 79-2,137;
- (9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- (10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- (11) A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities

When the decision is made to discipline a student for a long term suspension, expulsion, or the mandatory reassignment, the Principal will make a reasonable effort to contact the parent/guardian and inform them of the situation which resulted in the discipline. The Principal will also inform the parent/guardian that the materials required by law will be mailed to their home via certified mail. A copy of the hearing request may be picked up at the school office and the process for initiating a hearing begins upon receipt of a signed request. The notice will include the rule or standard of conduct allegedly violated, the acts of the student which constitute cause of Long-Term Suspension, Expulsion, or Mandatory Reassignment, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony. The notice shall be accompanied by a form upon which the student and student's parent or guardian may request a hearing. The student, student's parent or guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage.

### **Credit For School Work During Suspensions**

Students who violate any part of the Student Code of Conduct as set forth in the K-2 Primary School Parent/Student Handbook and receive a Short Term or Long Term Suspension for such violation may request the opportunity to receive credit for school work during the period of the suspension. Such requests must be made to the Principal by the student or parent at the beginning of the suspension or before the student returns to school from the suspension.

When a request for credit for school work during a Short Term or Long Term Suspension is made, school personnel will notify teachers and collect books and assignments. It will be the responsibility of the student or parent to pick up these materials from school. All school work must be completed and turned in to the teacher within two school days upon the students return to school from the suspension or as agreed upon by the student, teacher and Principal in order to receive full credit for the work. Penalties for late work will apply (as with assignment or test) should work not be turned in within two days.

Students who violate any part of the Student Code of Conduct as set forth in the K-3 Primary Schools Handbook and receive an In School Suspension for such violation will receive full credit for school work during the period of the suspension when that work meets all the requirements and criteria set forth by the teacher. The work must be completed during the In School Suspension or must be turned in to the teacher by the regular due date. Students who are *expelled* from school receive grades of "F" for all classes taken at the time of the expulsion.

## Behavior Management Plan

### Referrals

Office referrals are the result of severe or continual misconduct in the school. Referrals may result in any of the following consequences:

- Office Intervention
- In-School Suspension
- Out-of-school Suspension
- Referral to school counselor
- Referral to Student Assistance Team
- Other as deemed appropriate

### Office Intervention

Office interventions involve working with the building principal, Student Support Specialist, and/or counselor to review appropriate behaviors and problem-solving skills. The Opportunity Room is a quiet area within the office area that may be used for **short periods of time** to serve recess detentions or to complete work.

### In-School Suspension

In-school suspension is served in the administrative office area where the students is provided an opportunity to refocus on appropriate school behaviors and regain control before returning to the classroom learning environment. Class assignments are provided to the student. Length of time may vary depending upon the incident, and may be utilized for **extended periods of time**.

### Out-Of-School Suspension

Out of school suspension is the result of any behavior that is unlawful, compromises the safety of others, impedes the child's learning, or the learning of others. Out of school suspensions may be given for one or more days.

### Student Exclusion

In other extreme situations a student may be suspended or expelled from school by the principal on the basis that the student has dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community, or if the student's conduct presents a clear threat to the physical safety of the student or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Exclusion will follow due process and the procedures specified in Board Policy JCEB and Nebraska School Law, 79-4, 176 to 79-4, 205 and 79-444.01 to .08.

### **Directory Information**

Student directory information is designed for use internally within the school district. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, dates of attendance at this district, the most recent previous educational agency or institution attended by the student, E-mail address, photograph and other likeness, and other similar information.

The district is required to supply class lists including name, address and phone number to college and military recruiters upon their request. Parents will also have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

Notification of the intent to opt out of any student directory information should be made in writing to the School Counselor no later than September 1st of each school year or no more than 2 weeks following enrollment.

Directory information given to the public at the K-2 schools includes the following: Classroom of the Week

### **Doctor and Dentist Appointments**

Parents/guardians are encouraged to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students are excused for appointments.

### **Dress Code / General Appearance**

Many aspects of child rearing belong in the home and are the responsibility of parents/guardians. The school considers each student a representative of his/her parents/guardians and family. The way a student dresses and the child's individual grooming should be a credit to him/her, conducive to safety, good health, and cleanliness. Taking pride in personal appearance is important. Clothing that is deemed by school personnel to be unnecessarily disruptive or inappropriate for the school environment is not allowed to be worn. The school encourages appropriate dress for school.

### **Drug Free Schools and Community Act of 1986**

Use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The district is required by the Drug Free Schools and Community Act of 1986, as amended, to refer all instances of unlawful selling, use, possession or dispensing of a controlled substance or alcoholic liquor on school premises or at school sponsored activities, for prosecution. In addition, sanctions up to and including suspension, expulsion or mandatory reassignment may result from use of illicit drugs and the unlawful possession and use of alcohol on school premises or during school sponsored activities.

Drug and alcohol counseling, rehabilitation and reentry programs are available and the explanation or information of such programs may be obtained from the counseling office or school administration. When deemed necessary by the school principal, a requirement for reentry to school following a suspension may include drug and alcohol screening or rehabilitation completed at the student's expense.

The District may use drug dogs or other detection devices in the enforcement of this policy.

### **Enrollment**

Students entering Blair Community Schools for the first time must enroll online through the district website. After this process is completed, families will be contacted for individual conference with an administrator or school counselor for specific registration processes as required by grade level. Assistance for those families who require accommodations due to lack of internet or computer services, or for those who require language barrier assistance or other types of assistance is available by calling the Administrative Offices at 402-426-2610.

In order to enroll and attend Blair Community Schools, parents and/or guardians of the student must reside within the boundaries of the Blair School District or be approved through the Option Enrollment per Nebraska Rev.79-215, 79-232 to 79-246 or through NDE Rule 19 and provide a copy of current immunization records at the time of enrollment. Students who transfer from out-of-state must also provide proof of physical examination. In addition, upon enrollment of a student for the first time in Blair Community Schools, the persons enrolling the student shall, within 30 days, provide either (a.) certified copy of the student's birth certificate or (b.) other reliable proof of the student's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. This is required by The Missing Children Identification Act, 1, RRS43-2001. Students and parents seeking exemptions to this policy should contact the school nurse for more information.

### **Family Educational Rights and Privacy Act for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days of the day the school 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 school official 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. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, they will be notified of the decision and advised 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 contest to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
4. 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 school 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 school 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.
5. 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

6. **The Blair Community Schools do not release any student information without the prior written consent of the student and /or their parents. Student lists are not released to any persons or groups unless those lists are used for honor rolls, sports, drama, graduation, other activity programs, or as provided by the Family Educational Rights and Privacy Act. If any parent or student wishes to have their name deleted from these types of lists they should contact the principal's office.**
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

FAMILY POLICY COMPLIANCE OFFICE  
U.S. DEPARTMENT OF EDUCATION  
400 MARYLAND AVENUE, SW  
WASHINGTON DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

### Protection of Pupil Rights Amendment and Consent/Opt-out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Blair Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.
9. Directory Information to military  
Directory Information to Higher education  
Directory Information to Nebraska Department of Education  
Directory Information to the U.S. Department of Education

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

### **Field Trips**

When a student's class is planning a field trip, which is outside the city of Blair, the parent/guardian is notified by letter, and required to return written permission before the student can attend.

Field trips, which are within the city limits, require written notification to the parent/guardian. Written notification may include a note sent home by the teacher or administrator.

Occasionally parents/guardians are asked to accompany classes on school excursions; however, certain limitations are expected. Since a field trip is an extension of the school environment, all of the school rules apply. It is important for the parent/guardian to know ahead of time what is expected.

- Only students who are members of the class participate on the field trip.
- Only the parent/guardian(s) of the student may accompany the class.
- Only a limited number of supervisors accompany the class group.
- Chaperones are expected to follow the teacher's directions, support the educational goals of the field trip, and comply with school policies and bus rules.
- Background check and school issued badge may be required.

### **Inappropriate Items Brought to School**

Students are discouraged from bringing playthings to school unless the teacher requests special items for a class project. Any object that is generally considered a weapon or an explosive device including but not limited to knives or guns (of any kind), ammunition, fireworks, etc. are strictly forbidden. Radios, sunglasses, frisbees, baseballs, softballs, bats, bows and arrows, skateboards, roller blades, scooters and other play items are not allowed at school. Cell phones, iPods, MP3 players, cd players, and hand-held computer games are not allowed to be used or played during the school day and consequently, students should not bring them to school. When an item is brought to school, which is considered unsafe or inappropriate, it is removed and released only by the principal to the parent.

### **Hazing - Defined (Grades K-12)**

Board of Education policy 504.14-Secret Societies, Initiations, Hazing, or Gang Activities prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

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

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

### **High Ability Learners**

Blair Community Schools identify learners with high ability as students who show evidence of high performance ability in intellectual and academic areas. Initial screening of all students takes place during grade 3 and continues yearly through 8<sup>th</sup> grade.

### **Lockers**

Each student is assigned a locker for the storage of coats and backpacks. Periodic locker checks may be conducted throughout the year by the staff to ensure that lockers are clean, neat, and in good condition. Lockers are the property of the school.

### **Lost and Found**

The teachers wish to help children find lost articles, but they cannot afford to spend unnecessary time searching for them. We urge parents/guardians to label or place **identification marks** or tags on all items brought to school such as coats, caps, mittens, scarves, boots, overshoes, backpacks, lunch pails, pencil boxes, crayon boxes, etc.

Parents/guardians are encouraged to check the lost and found box for missing items. Students who ride the bus should check the lost and found box at the transportation office as well.

### **Lunch**

All Blair Community Schools offer breakfast and lunch to every child every school day. The school breakfast and lunch menus are published monthly. The menus may be found on the district website under the departments drop down in the food services section.

K-2 students order each morning what they want for lunch from the daily menu. If a student brings a cold lunch, he/she may purchase a carton of milk.

The school district uses a point of sale system to track student purchases, prepayments and account balances. Each student is assigned a unique number, which is required at the time of purchase. Parents are encouraged to prepay to their student's account. In grades 3-12, a la carte and seconds are available for a cost and may be charged to the student's account.

Checks, cash, or on-line payment may be used to purchase meals. Parents may receive emails from the district if their students' lunch account is negative. Parents are encouraged to create a free online food service account. This free account will enable parents to track food services purchases, set up low balance email alerts, and for a fee, put money on their respective student's account. This account is called mySchoolBucks. For more information, please go to [www.schoolbucks.org](http://www.schoolbucks.org).

School Lunch applications for free or reduced price meals are distributed to each household before the beginning of the school year, are available at the school office, and can be downloaded from the school website. These application forms are to be completed annually and returned to Leon D. Haith, Director of Student Services, Blair Community Schools, P.O. Box 288, Blair, NE 68008. Households will be notified of their eligibility in writing or verbally. Carryover of previous year's eligibility is for up to 30 days into the current school year or until a new eligibility determination is made.

If you have any questions or concerns about the Food Service Program, please contact Tom Shearer, Director of Business at 402-426-5123 or email at [tom.shearer@blairschools.org](mailto:tom.shearer@blairschools.org).

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

Parents/guardians who wish to eat lunch at school must call the office **before** 9:00 a.m. to order a school lunch. The price of an adult lunch can be found in the "Student Fees" section, and is also available on-line at [www.blairschools.org](http://www.blairschools.org).

### **Meal Charge Policy (Grades K-12)**

Per Board of Education policy 802.05-Free or Reduced Cost Meals Eligibility and Meal Charges, the District shall establish and communicate guidelines for meal charges. The purpose of these guidelines is to establish consistent meal account procedures and to alleviate the financial burden that unpaid meal charges place on the District.

### District Contact Person

The contact person for questions relating to free or reduced meal eligibility and other questions or concerns regarding student meal accounts, meal charges, or negative accounts is:

Tom Shearer, Director of Business  
Email: tom.shearere@blairschools.org  
Telephone: 402-426-5123

### Student Account

Blair Community Schools will establish for each school student a school food service account so that all students can receive a breakfast and/or lunch which meets the criteria for a USDA reimbursable meal.

### Free and Reduced Applications

At the beginning of each school year, parents are encouraged to complete an application before their children can be approved for free and/or reduced price meal benefits. Students are permitted to use the previous year's eligibility for the first thirty (30) days of a new school year. Students who have been Directly Certified by the Department of Social Services are not required to complete an application. The Parent/Legal Guardians of Directly Certified students will receive a Notification Letter from the School District Office. If charges occur before the meal application is approved then charges must be paid as accrued.

### Parent Responsibility

Families who do not qualify for subsidized meals are responsible for providing either a meal or the money to pay for a meal for their student. Although the Board permits a student to have a school food service account, parents are responsible for all student meal expenses. The District is aware that unforeseen circumstances do arise which makes it difficult to pay for school meals. Under these circumstances, please contact the building principal or the district contact person to make alternative arrangements. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through myschoolbucks.com online system. This system can be used to confirm payments have been received, make payments, monitor daily account activity, and has the ability to automatically send out balances alerts to parents as their students draw down from their accounts. To register, go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

### Prepayment of School Meal Accounts

At the start of each school year, parents will be encouraged to deposit money into a student account so that adequate funds are readily available to purchase meals. Payments may be made by signing up for a myschoolbucks account, or sending checks, and cash to the school office for deposit in their student's account. Checks should be made payable to Blair Community Schools.

### Guidelines and Notification Process for Meal Charges

1. It is the expectation of the District that the parent is responsible for full payment if their child purchases a breakfast or lunch meal or makes other food purchases that result in a debt transaction to the student's account.
2. When the initial debt transaction occurs, the student will be notified to inform the parent that a debt transaction has occurred for which the parent will be responsible for payment. Students with a negative account balance will be served a courtesy meal until the account is paid in full. A courtesy meal is defined as the basic meal offering of the day meeting the federal requirements for a reimbursable meal.
3. School staff will prohibit students from charging seconds or a la carte items if they do not have cash in hand or their account has a negative balance.
4. Upon reaching \$25.00 of debt transactions, the principal or designee will contact parent by phone informing them of the debt. The student will be served additional courtesy meals until the debt balance reaches \$50.00. Each day thereafter, if a student does not have cash in hand or their account has a negative balance, an alternate meal meeting the federal requirements for a reimbursable meal will be offered.
5. After the initial notification by the principal or designee, the Director of Student Services or designee will notify all parents of students with a negative account balances.
6. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from seconds or a la carte purchases.
7. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in the free or reduced meal program, the district will use available resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students or adequate funds to purchase a meal shall require mandatory reporting to child protection agencies as required by law.

### Collection of Delinquent Meal Charge Debt

The District is required to make reasonable efforts to collect unpaid meal charges. Parents will be held responsible for all debt balances on the child's school food service account. The Board expects that parents will pay for their child's meals on a pay-as-you-go basis and rectify any outstanding balances when notified. The District will contact households regarding negative meal charges, the availability of the free and reduced meal program, and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law, including but not limited to collection services or legal action. All positive and negative balances remaining at the end of a school year will be carried into the following school year. Collection efforts may continue into a new school year. The District may restrict participation in non-instructional activities such as graduation ceremonies, school dances, athletics, and other non-instructional activities for students with delinquent meal charge debt.

### Money Brought to School

Children are discouraged from bringing money to school. Money for school purposes such as lunch tickets and field trips is acceptable. **It should be placed in an envelope and marked with the child's name**, what the money is for, the teacher's name, and how much money is in the envelope. Sending the exact amount of money and placing each amount in separate envelopes is recommended.

### **Non-Discrimination Statements**

The Blair Community Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: (policy 802.01)

Title: Director of Student Services – Leon Haith  
Address: 1100 Deerfield Blvd., PO Box 288, Blair, NE 68008  
Phone #: 402-426-5123

### **Non-School Announcements**

The Blair Community Schools recognize the importance of good community relations and the equal importance of being an active participant in community life, especially the community life of youth. With this in mind, the Blair Community Schools will allow, with the permission of the school principal:

- Community, non-religious service groups, (i.e., Scouts, Little League, YMCA, Rotary, Optimists, etc.) may post announcements in a place designated by the principal that are:
  - youth and/or family oriented
  - that pertain to the students at the particular school's grade and age level
  - not larger than 8 1/2" x 11"

Any flyers or handouts, from non-school groups, of any nature, must first receive permission from the Superintendent of Schools, in order to be distributed at any level. Forms are available at the Superintendent's Office.

- flyers must be divided into stacks of 25
- flyers must be delivered to the building secretary (stacks of 25) two days prior to the last school day of the week
- flyers will be distributed to students on the last school day of the week

When a weather emergency is present, the building principal will make such announcements as are necessary to protect the welfare of students under his/her care, to include making announcements that would otherwise be prohibited by this policy.

### **Online Verification (Grades PK-12)**

The SIMS Online Verification process for all students will also include 1) availability and receipt of the Student-Parent Handbook for grades PK-12, 2) the student Media Release form for students in grades PK-12, 3) school messaging services for families and students for students in grades PK-12, and 4) NSAA Parent and Student Consent for activity participation for students in grades 7-12. Parents will be required to log into their SIMS account to verification student information and either acknowledge access or give/deny consent to the items listed above.

### **Parent/Teacher Conferences**

Parent/guardian-teacher conferences are held once in the fall and once in the spring. If additional conferences are requested, parents/guardians should call the school or teacher to make an appointment.

### **Power of Attorney**

A limited Power of Attorney is generally considered when a parent desires for a person (other than the parent) to assume parental rights and responsibilities for a child. Information concerning a Limited Power of Attorney may be obtained through the building principal. A validly executed Power of Attorney will be honored if signed by a parent, subject to any limitations, as stated in the Limited Power of Attorney document.

### **Recess Policy**

If a child is well enough to come to school then he/she is well enough to participate in the daily program. Your child is not asked to go outside in inclement weather. We do make exceptions in certain cases where the family physician requests that a child be excused from outdoor activity. If this is the case, a note signed by the family physician must be presented to the school.

### **Reporting to Parents**

Progress Reports are available to view online at the end of each quarter via the Student Information Portal on the Blair Schools webpage. Parents may also request a hard copy of the progress report. Additional information is communicated at parent /teacher conferences. We welcome both fathers and mothers to these conferences. As parents and teachers discuss together the goals they have for the child and the way in which these goals may be reached, much more can be accomplished. Additional conferences may be scheduled at the request of the parents, teachers or principal.

### **Room Party**

During the school year, students will have one celebration prior to winter break. Room parents/guardians may be asked to help with games and refreshments if requested by teachers.

### **Safe School Plans - Standard Response Protocol (SRP)**

Blair Community Schools is expanding safety procedures and programming to include Standard Response Protocol (SRP). SRP is a protocol widely accepted and used across the state and region that addresses a spectrum of scenarios that are planned for and trained on by students, teachers, staff, and administration including weather events, fire, accidents, community events, intruders, and other threats to student safety. SRP is based on these four actions: **Lockout, Lockdown, Evacuate, and Shelter**. Staff and students will be training on SRP throughout the school year. An informational sheet with more detail can be found at the end of the handbook.

### **SafeSchools Alert**

Blair Community Schools is now using SafeSchools Alert, an anonymous reporting system that allows students, staff, and parents to submit safety concerns via telephone, text, email, or web link directly to our administration. You and your child can easily report tips on bullying, harassment, drugs, vandalism, threats, or any safety issue you are concerned about through SafeSchools Alert. Every tip SafeSchools Alert

receives about our district is immediately logged with notifications sent directly to administration for investigation and follow-up. An information banner, with reporting links, is located on the district's main web page and each building's web page.

### **School Closing**

Cancellation of school takes place only during circumstances such as extreme weather conditions, equipment failure, or public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school is not canceled unless a significant safety risk has been created by unusual circumstances.

If school is canceled, delayed, or dismissed during the day, information is announced on KFAB (1110 AM), KMTV Channel 3, WOWT Channel 6, KETV Channel 7, FOX Channel 42 Television, and a Connect-Ed phone call. **To be advised of school cancellations or delays, parents/guardians are encouraged to listen, and to continue listening to the radio or watch television.**

During enrollment, parents/guardians complete an emergency plan, which advises teachers about the procedure to follow if an emergency dismissal occurs during the day.

If weather conditions persist students would not be released from school until conditions had improved. When conditions are favorable, they are released to parents/guardians or the adults listed on the Family Information Form.

### **School Health Screenings**

All students enrolled in Nebraska schools must be screened periodically for vision, hearing and dental. In addition, the Nebraska Department of Health and Human Services requires height and weight. A parent/guardian may refuse a health screening, and should contact the principal or school nurse for a waiver for such.

### **School Information and News**

Current news and school information will be posted electronically on the school website. Parents can access this information on-line at [www.blairschools.org](http://www.blairschools.org) by selecting the "SCHOOLS" tab. Requests for paper copies of school information can be made through the school office. Please check your child's school website on a regular basis.

### **School Messaging System - Telephone, Email, Text (Grades PK-12)**

Blair Community Schools uses a messaging service to notify parents via telephone, email, and text regarding academic progress, school information, or school and/or district activities. Parents may choose to opt out of messaging services. Please contact your child's school for more information.

### **School Pictures**

The Blair Schools contract annually to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed by communications from school.

### **Section 504 District Coordinator (Grades K-12)**

Blair Community Schools designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Leon Haith, Director of Student Services  
(402) 426-5123  
[leon.haith@blairschools.org](mailto:leon.haith@blairschools.org)

The Director may, at his discretion, delegate this responsibility to an appropriate staff person.

### **Sexting Procedures**

If it is discovered that a student has, or that an administrator has reasonable suspicion that a student has, indecent material, nudity, sext messages, or similar material on his/her cell phone, tablet, computer, or other electronic device, school administration will notify the School Resource Officer or his/her designee. Police may conduct an investigation. Consequences from the district will be based on the findings of the investigation.

### **Social Media Guidelines for Students**

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.
4. Linking to other Web sites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyber bullying is not tolerated. What constitutes cyber bullying, the actions you should take to document cyber bullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the student handbook.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the

project and/or access to future use of online tools.

### **Staff Qualifications**

The Every Student Succeeds Act (ESSA) gives parents the right to get information about the professional qualifications of their classroom teachers. Upon request, Blair Community 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, Blair Community 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.

### **Stock Medication**

Schools do not provide any type of medication to students. Each student must provide their own medication per Medication at School regulations.

### **Student Fees Policy**

On or before August 1, 2002, and annually each year thereafter, the Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee schedule. Following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year the Board shall adopt a student fees schedule. The student fee schedule shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The Board shall provide a copy of the student handbook to every student at no cost to the student. The student fee schedule shall include specific details regarding:

1. The general written guidelines for any clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects;
4. Any specialized equipment or attire which a student will be required to provide for any extracurricular activity;
5. Any fees required from a student for participation in any extracurricular activity;
6. Any fees required for post-secondary education costs;
7. Any fees required for transportation costs pursuant to Sections 79-241, 79-605, and 79-611;
8. Any fees required for copies of student files or records pursuant to Section 79-2, 104;
9. Any fees required for participation in before-and-after-school or pre-kindergarten services offered pursuant to Section 79-1104;
10. Any fees required for participation in summer school or night school;
11. Any fees for breakfast and lunch programs;
12. Fees required for field trips; and
13. The waiver policy pursuant to Board Policy JHDA.

## **Kindergarten Through 2nd Grade Student Fee Schedule 2020-21 School Year**

Under the Public Elementary and Secondary Student Fee Authorization Act, Blair Community Schools is required to set forth its guidelines for specific categories of student fees. The District does so by adopting the following fee schedule in accordance with policy 504.20-Student Fees. This fee schedule is subject to further interpretation or guidance by administrative or Board regulations, which may be updated from time to time.

### **1. Fees for Non-specialized Attire Required for Specified 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, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive material hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### **2. Fees for Personal and Consumable Items**

Students are responsible for fees and costs associated with any personal and consumable items required for participation in

extra-curricular activities or for school courses.

a. Extracurricular Activities:

- i. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities. Such items include, but are not limited to specialized and non-specialized clothing, shoes, and equipment for the student's personal use in each individual activity they are involved in.

b. School Courses

- i. General School Course Materials: Students are required to furnish supplies needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, and other common personal or consumable item. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- ii. Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.
- iii. Materials Required for School Courses: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required to reimburse the District for the reasonable value of the materials used in the project.
- iv. Field Trips and Specialized Items Required for School Courses: Students may be required to pay for field trips or provide specialized items for school courses. Such field trips and specialized items must have prior approval of the principal. Fees required for field trips or specialized items for school courses are subject to the District's Fee Waiver Policy (Section 10).
  1. Field Trips:
    - a. Kindergarten: not to exceed \$10.00
    - b. Grade 1: not to exceed \$10.00
    - c. Grade 2: not to exceed \$10.00
  2. Specialized Items:
    - a. None at K-2
- v. Music Course Materials: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 10). The District is not required to provide for the use of a particular type of musical instrument for any student.
  1. Instrument rental fee of \$60.00 for those using a school instrument.

**3. Fees for Extra-Curricular Activities**

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. Students have the responsibility to provide specialized equipment or specialized attire for extra curricular activities or by paying a reasonable usage cost for such equipment or attire. Such equipment or attire is subject to the District's Fee Waiver Policy (Section 10). The costs for attending local, regional, state, or national workshops or conventions are the responsibility of the student and/or organization and not subject to the Fee Waiver Policy. Admission fees are charged for entrance to extracurricular activities and are the responsibility of the student and not subject to the Fee Waiver Policy.

**4. Fees Required for Postsecondary Education Costs**

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

**5. Fees Required for 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.

**6. Fees for Copies of Student Files or Records**

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.

- a. \$.10 per sheet.

**7. Fees Required for Participation in Before and After School Programs or Pre Kindergarten Services**

Students are responsible for fees required for participation in pre-kindergarten services offered by the District except to the extent such services are required to be provided without cost. The Before and After School program offered by the Blair Community Schools Foundation is an optional service not operated by the school district and any charges or fees for this program are the responsibility of the student.

- a. Prekindergarten fees will be assessed using the following fee structure:
  - i. Tier I - Full Tuition: \$200.00 per month for 10 months (August through May).
  - ii. Tier II - One Special Consideration\*: \$100.00 per month for 10 months (August through May).
  - iii. Tier III - At least two Special Considerations\* or students who receive Special Education Services or who qualify for the Free/Reduced Lunch program: \$0.00 per month.
    1. Special Considerations: Financial scholarships may be available and are based on the following

factors:

- a. Child has qualified for Special Education verification (IEP).
- b. Qualification for the Free/Reduced Lunch program.
- c. Mother under 18 years of age at child's birth.
- d. Home language is not English.
- e. Child's birth weight of under 5 pounds at birth (physician verified).
- f. Child is under foster care and ward of the court (legal documentation required).

#### **8. Fees Required for Participation in Summer School, Correspondence or Online Courses, or Sports Clinics**

Students are responsible for fees required for participation in summer school, sports clinics, fees online or correspondence courses, or other fees not required by law or regulation for instruction.

- a. Summer sports clinics (not to exceed \$60.00 for each clinic).
- b. Summer courses (not to exceed \$200.00 for each course)

#### **9. Fees Required for Breakfast and Lunch Programs**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store," concession stand, a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

- a. Breakfast: \$2.10 per day
- b. Lunch: \$2.85 per day
- c. Extra milk: \$.55 each
- d. Extra menu items: Separate from the lunch program and priced individually.

#### **10. 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-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) field trips and specialized items required for school courses, (2) required fees for participation and specialized equipment or attire in extracurricular activities, and (3) use of a musical instrument in optional music courses and musical extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for a waiver of fees for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

#### **Student Gifts to Staff Members**

School Board policy states, "Students shall be discouraged from the routine presentation of gifts to school employees. When a student feels a spontaneous desire to present a gift to a staff member, the gifts shall not be elaborate or unduly expensive. The Board shall consider the writing of letters to staff members expressing gratitude or appreciation more appropriate."

There shall be no collection of money in school, or outside of school, at any time of the year by children or parents/guardians for the purchase of gifts to be presented to school personnel. Exception to this policy may be in case of some personal misfortune, or in case of a special honor to school personnel, pupils, or to parents/guardians of school children. Principal shall be consulted concerning the above.

#### **Student Insurance**

Blair Community Schools offers parents the opportunity to purchase group accident insurance for their child through a third-party company. This insurance is available to all students at a nominal cost. The forms are available at the district administrative office.

#### **Student Legal Name**

The student's legal name is used on all official school information, student records, and cumulative files. This policy does not apply to names on assignments or student's desks.

#### **Student Placement**

Enrollment and class placement of students is the responsibility of the principal.

#### **Student Records**

Recent federal and state laws have made students' permanent records open for parental inspection. Parents also have the opportunity for a hearing to challenge the content of the school records and to request deletion of "inaccurate, misleading, or otherwise inappropriate data contained therein". Requests to review a student's permanent records should be made to the principal.

#### **Tardiness**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. If excessive tardiness is noted the parent/guardian will be notified by the principal.

#### **Tobacco**

The use of tobacco (including but not limited to cigarettes, cigars, chewing tobacco, vapor products, electronic nicotine delivery systems, tobacco product look-alikes) is prohibited in all school buildings, school vehicles, and in any area where school staff, students or members of the public may be present or may be affected by smoke, including stands/bleachers of outdoor athletic fields and near the entry of school buildings.

## **Title IX and Section 504 Grievance Procedures for Students, Faculty, and Staff**

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance here under is a claim by a student, faculty member, or staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, except legal holidays.
2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant, if the grievant feels that sex discrimination or discrimination on the basis of a disability has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the grievance within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

### PROCEDURES

#### Level I

A grievant shall, within ten (10) days after the occurrence of the event, which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal, or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

#### Level II

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of disability. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

#### Level III

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the school superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

#### Level IV

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of disability in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

#### **Transfer/Moving**

If students are moving out of the system, the parent/guardian must stop at the principal's office to report the move and to sign an "Authorization for Release of School Records" form.

#### **Use of Technology**

The Blair Community Schools recognize the fact that the use of electronic technology for communicating, transmitting, storing, retrieving, and manipulating data is an integral part of the education process. It is also important that students learn to use technology lawfully and responsibly. Students are prohibited from and subject to disciplinary actions for the following:

- The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
- Use of technology for solicitation or proselytizing for commercial, religious, political, personal or any other non-education activity.
- Use of technology, which violates local, state, or federal law. This includes attempts to gain unauthorized access, from within or outside the district, to proprietary computer systems including, but not limited to, network file servers.
- Introduction, transmission or creation of any computer "virus" using school district computing hardware.
- Installing any licensed or unlicensed software on any school owned computer without specific authorization from the principal.
- The unauthorized use of pictures or videos of students or staff taken at school, school activities, or on school property, with school owned or personal photography or video devices.

District electronic technology, including computer hardware and software, is to be used for educational purposes only and any information carried or contained on district equipment is subject to audit and review by district personnel. All computer programs, data files, software creations and social networking sites and resources of any description, which reside on district computers, personal devices, and/or storage media are subject to this review.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

#### **Using the School Office Phone**

Students are **not** allowed to use the phone to make calls. (The school does not consider the following emergencies: calling for lunch money, requesting permission to go home with another student after school or, securing forgotten homework.)

#### **Video Surveillance on Campus**

In order to promote student and staff safety, and deter unauthorized access and destructive acts, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment school property, and in school buildings and school buses. Information obtained through video surveillance and electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct. Video recordings may be used as evidence in disciplinary actions and criminal proceedings. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Video cameras may

be placed and used in locations deemed appropriate by the superintendent or designee including but not limited to entrances, hallways, classrooms, cafeterias, auditoriums, gymnasiums, parking lots, and school vehicles. Cameras will not be placed in areas where students, staff, or visitors have a reasonable expectation of privacy such as restrooms, dressing rooms, or locker rooms. Board policy and state statutes shall govern the access, conveyance, and retention of video images or recordings.

#### **Visiting School**

Visitors must use the **MAIN ENTRANCE**. For the safety of the students and the staff other doors remain locked at all times. Visitors are required to sign in and obtain a visitor badge from the office.

After the first month of school, parents/guardians are allowed to visit their child's classroom; however, a visit should be arranged in advance and be limited to less than an **hour**. Parents/guardians are advised to make other arrangements for younger children as they are usually distracting for the students. Please sign in at the office before going to the classroom.

Student visitors are not allowed. Exceptions may be allowed under unique circumstances (such as a foreign exchange student). Consult the principal for more information.

## **Health Information**

Regular attendance is desired; however, a child who is ill or has symptoms of illness should be kept home until the parent/guardian is sure he/she is well enough to attend school. Children should be fever-free without medication for 24 hours before returning to school.

If a child becomes sick during the school day, the parent/guardian is contacted to withdraw the child from school. Parents/guardians must list two people on the online Student Verification Process who can assume responsibility for the child if they are not available. These individuals should (preferably) live within the Blair School District and have a local phone number.

After having a communicable disease or condition, a child must see the school nurse or have written approval from a doctor **before** returning to school. A recurrence of a communicable disease (or condition) may result in a child being excluded from school until there is evidence the condition has been treated or eliminated.

Parents/guardians fill out the online Health Screening Update and the school nurse conducts a health screening at the beginning of the year which consists of checking the following areas: general health, height and weight, vision, hearing and oral health. If the need arises during the year, the school nurse examines individual students.

#### **Medication at School**

The school does not provide medication for any student, but prescription medicine is given to students by school personnel when it is necessary, provided the following guidelines have been met.

- **PRESCRIPTION MEDICATION:** must be transported to and from school by a parent or legal guardian per school policy. All prescription medication must be in the prescription bottle and properly labeled by the pharmacy with the student's name and directions for administration.

Medications brought to school are limited to a 30 day supply or 30 pills only.

Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician is needed to change the dose given.

- **OVER-THE-COUNTER (OTC) MEDICATIONS:** such as Tylenol, Ibuprofen, and cough medicine/drops must be in the commercial container. Medication sent to school in baggies, envelopes, etc., will not be given to the student and will be sent

home at the end of the day and the parent will be notified.

- Please ensure that the medication is not expired or will not be expiring soon. No expired over-the-counter medication will be given, and will be sent home with the student.
- **ALL MEDICATIONS** brought to school, whether prescription or over the counter, must have a medication permit form filled out and signed by the parent or guardian. These are available in each school office or online at [www.blairschools.org](http://www.blairschools.org). All medications, whether over-the-counter or prescription, must be kept in the nurse's office.

In 2006 the State of Nebraska passed legislation providing for student possession and self-administration of prescription asthma or anaphylaxis medication, and for student self-management of diabetes at school and school-related activities. The school district has developed procedures and forms to implement the self-management plans and these are available through the Director of Special Services Office.

## Communicable Disease Chart

Type of Disease	Usual Incubation Period	Minimum Period of Exclusion
Meningitis  documented physician approval	2-10 days	Exclude for duration of illness; return with
Strep infection Strep Throat Scarlatina Scarlet Fever	1-3 days	Exclude until fever-free and under treatment for 24 hours
Chicken Pox	2-3 weeks	At least 5 days after the first eruption appears or until vesicles become dry.
German Measles	14-21 days	Exclude for duration of illness and for no less than 4 days after onset of rash
Measles	10-14 days	Exclude for duration of illness and for no less than 4 days after onset of rash
Mumps	2-3 weeks	Exclude until swelling has subsided
Fifth Disease	6-14 days	Exclude until fever and malaise are gone. May return with rash with documented physician approval
Impetigo  documented by doctor	4-10 days	Exclude until brought under treatment as
Scabies	Infection caused by mites. Lesions symptomatic after 4-6 weeks	Exclude until the day after treatment is started
Pediculosis (Lice)	Eggs hatch 1 week; mature in 2-3 weeks	Exclude until appropriate treatment is started and no live lice are found
Conjunctivitis (pink eye) eye	24-72 hours	Exclude while symptomatic. May return when appears normal or with documented physician approval
Pertussis (whooping cough)	7 days	Exclude until physician approves return with written documentation
Enterobiasis (pin worm)  physician	Life cycle about 3- weeks	Exclude until treated as documented by

Hepatitis A approval	15-50 days	Exclude for no less than 7 day after onset of jaundice. Return with documented physician
Influenza	24-72 hours	Exclude for duration of illness
Diphtheria physician approval	2-5 days	Exclude cases. Return with documented

## **Special Programs**

### **Counselor**

The K-2 Schools have the services of a guidance counselor. If a child or family has a problem or crisis, which may affect the child, parent/guardian(s) are encouraged to call the school counselor. Additionally, the Student Assistance Program through Arbor Family Counseling is available to families of students in the district (1-800-922-7379).

### **Reading Assistance**

When children have difficulty succeeding in pre-reading and reading skills, they may obtain additional assistance through the Title 1 reading program. This instruction is a supplement and support to the regular class instruction.

### **Special Education:**

The Blair Community Schools offers a variety of high quality services to students with disabilities from birth through the school year in which the student turns 21. Special education is specially designed instruction provided to meet the unique needs of a child with a verified disability. Special education staff provide interventions, accommodations and modifications to support a student's participation and progress in the general curriculum. Parents and families work with school staff to develop an Individual Education Program (IEP) that addresses the needs of the student. The amount of special education services provided to a student varies according to individual need and is determined by the student's IEP team. Accommodations and modifications may be supported in the general education setting with adjustments by the general education teachers as well as services provided in a resource setting by the special education teacher. Continuous assessment and evaluation of the student's progress is managed through the IEP process. Students participate in all district and state assessments and may participate with accommodations as identified and indicated in the student's IEP.

## **Bus Service**

### **Bus Service**

An application for transportation is available on the Blair Community Schools website, or from any school office, the Administrative office or the transportation director. This form must be completed and turned in by the parent before receiving bus service. For safety reasons and/or to prevent excessive time in picking up students, children riding the bus are required to travel from where the pupil resides to a designated pickup point.

Bus drivers do not have the authority to transport unauthorized riders or to make route deviations. In cases of emergency, please contact the Transportation Department at 402-426-4509.

### **Safety Rules**

Bus riders should:

- Follow the directions of the bus driver the first time they are given.
- Keep hands, feet, and all body parts to themselves and not extend any body part through the windows.
- Use an indoor voice, use language that is not offensive or inappropriate to others.
- Remain quiet when the bus is stopped at a railroad crossing.
- Sit down and sit back in the bus seat while the bus is in motion.
- Treat school equipment with respect.
- Always cross in front of the bus and when crossing a traffic lane, students should wait for the driver's "all clear" signal before they proceed.
- Keep the bus clean at all times and keep all items out of the aisle.
- Please do not bring items on the bus that could potentially cause a riding safety concern. Call the transportation office with questions and for approval.
- Follow all school rules as listed in the student handbook, as riding the bus is considered part of the school day.

### **Disciplinary Procedures**

The riding privilege of a student may be suspended/revoked for violation of the safety rules or for conduct which is detrimental to the safe operation of the school bus. Violations will be documented and the student may face disciplinary action. Students may lose riding privileges on the first offense for extreme violations. Multiple violations will result in loss of riding privileges.

### **Snow Route Information**

When conditions make driving hazardous, information about snow routes will be broadcast prior to 6:30am by the school messaging service, on KMTV (3), WOWT (6), KETV (7), Fox 42, and KFAB, KBLR and KHUB radio.



**Break the Code of Silence!**  
For 24 Hour **ANNONYMOUS** Reporting

SafeSchools Alert is our district's anonymous tip reporting service.  
If you have information about a threat to our safety, do your part and  
report it!  
Your identity remains anonymous.

## **STANDARD RESPONSE PROTOCOL (SRP)**

**LOCKOUT** "Secure the Perimeter" - threat/hazard outside of building

**LOCKDOWN** "Locks, Lights, Out of Sight" - threat/hazard inside of building

**EVACUATE** - to move students/staff from one location to another

**SHELTER** – when the need for personal protection is necessary

All school information can be found at:

**[www.blairschools.org](http://www.blairschools.org)**

**K-2 STUDENT/PARENT HANDBOOK -- AVAILABLE ONLINE**

The 2020-21 K-2 Student/Parent Handbook of Blair Community Schools is available on the Internet. Please go to the North, South or Deerfield Primary School webpage at www.blairschools.org and click the "Handbook" icon. The availability of the Handbook on the internet allows students and parents easy access to the document and to quickly find answers to questions. This option also allows the school district to save on the cost of printing and disseminating hard copies.

Please complete and return this form by Friday, August 21, 2020.

- Thank you for providing the 2020-21 K-2 Student/Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.**
- I prefer a paper copy of the 2020-21 K-2 Student/Parent Handbook.**

**RECEIPT OF THE 2020-21 K-2 STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2020-21 K-2 Student/Parent Handbook of Blair Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Blair Community 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 the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**MEDIA RELEASE**

In accordance with Board of Education polices student names, photographs, and other work (ex: artwork, writings, etc.) may be released to news media outlets, used in school publications, or placed on district web sites. The District understands that some parents may not wish for names, photographs, and other work to be released to the media, used in school publications, and placed on district web sites. Please indicate you choice by checking the box below, sign, and return to the school office.

- My child's name, photograph, and other work **CAN BE RELEASED** to news media, placed in school publications, or used on school web pages.
- DO NOT ALLOW** my child's name, photograph, and other work to be released to news media, placed in school publications, or used on school web pages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*Typical school publications might include: yearbook, school web page, monthly newsletter, or annual report. Typical news media outlets may include local newspaper, regional newspaper, or regional television stations.

# Blair Community Schools

## Early Childhood Preschool Parent Handbook

2020-2021

Located at Deerfield Elementary School  
1100 Deerfield Blvd.

~~Preschool Office Hours: 7:30 a.m. to 4:00 p.m. Preschool Office 402-427-2715~~

**Deerfield Office: 402-426-5123**

**Bus Barn: 402-426-4509**

[www.blairschools.org](http://www.blairschools.org) (District Website)

[www.ps.blairschools.org](http://www.ps.blairschools.org) (Preschool Website)

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July 1, 2020

Dear Preschool Families,

We welcome you and your child to the Blair Community Schools center-based Early Childhood Preschool program. The experience of this memorable year will be exciting and rewarding. We look forward to working as a team to support your child's development.

We have prepared this handbook to share some basic information about our early childhood preschool program as well as some suggestions that can help you and your child as you begin the school year. Best wishes for a successful school year. We look forward to working with you.

Sincerely, Mr. Leon Haith, **Director of Special Education**

## **DISTRICT INFORMATION**

### **School Administration**

Superintendent of Schools, Dr. Randy Gilson  
**Executive Director of Student Services, Dani Ladwig**  
**Executive Director of Operations, Tom Anderson**  
**High School Principal, Tammy Holcomb**  
Activities Director, Dan Hutsell  
**Otte Middle School Assistant Principal, Leon Haith**  
North & South Elementary Principal, Amy Rogers

**Director of Special Education, Leon Haith**  
Business Manager, Tom Shearer  
Technology Director, Mark Dickinson  
High School Assistant Principal, Mark Gutschow  
Otte Middle School Principal, Dr. Chris Stogdill  
**Arbor Park Intermediate Principal, Kyle Johnson**  
**Deerfield Elementary Principal, Laura Jackson**

**Blair Community Schools Mission Statement:**  
Blair Community Schools . . . Where All Students Learn!

### **Blair Community Schools Belief Statements**

#### **We believe the following:**

- Each child is unique with special talents.
- Human diversity is recognized and respected.
- Each student will achieve proficiency of essential content and skills.
- Change is necessary for continued growth.
- Efficient and effective use of technology will improve student learning.
- Frequent and varied assessments are essential for effective education.
- A supportive environment nurtures, challenges and encourages students to reach their full potential.
- A safe and secure environment, including mutual respect and self-discipline, is essential for student learning.
- A partnership with the community, home, school and student is necessary for student success.
- Thinking and problem solving skills are essential for student learning.

### **Nondiscrimination Statement**

Blair Community Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability or age in admission or access to, or treatment of employment in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures, or the application of these policies of nondiscrimination:

**Title: Director of Special Education, Leon Haith; Address: PO Box 288; Blair, NE 68008; Phone: 402-427-2711**

## **Section 504 District Coordinator (Grades K-12)**

Blair Community Schools designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Leon Haith, **Director of Special Education**, 402-427-2711, [leon.haith@blairschools.org](mailto:leon.haith@blairschools.org)

The Director may, at his discretion, delegate this responsibility to an appropriate staff person.

## **School Messaging System – Telephone, Email, Text**

Blair Community Schools uses a messaging service to notify parents via telephone, email and text regarding academic progress, school information, or school and/or district activities. Parents may choose to opt out of messaging services. Please contact your child's school for more information.

## **School Closings**

Cancellation of school takes place only during circumstances of extreme weather conditions, equipment failure or public crisis. The school board and administrators are aware of the hardship caused by an abrupt cancellation. Therefore, school is not cancelled unless a significant risk has been created by unusual circumstances. If school is canceled, delayed or dismissed during the day, information is communicated directly to parents through the school messaging system using phone call, email or text as well as announced on radio and TV stations (KFAB 1110 AM, KMTV Channel 3, WOWT Channel 6, KETV Channel 7, FOX Channel 42).

During preschool enrollment, parents/guardians will provide information that advises us about the procedure to follow if an emergency dismissal occurs during the day.

If weather conditions persist, students would not be released from school until conditions have improved. When conditions are favorable, students are released to parents/guardians or the adults listed on the Family Information form.

In the event of a late start due to weather, preschool classes will still be held and will begin when school opens. No breakfast will be served in the event of a late start due to weather.

## **Safe School Plans And Drills**

Drills are conducted periodically during the school year to prepare staff and students for emergency situations. Evacuate, Shelter, Hold, Lockout and Lockdown are examples of such drills. Hold and Lockout are safety procedures that keep students in their assigned classroom for a period of time. A Lockdown is a more restrictive safety procedure. In a Lockdown situation, the building is locked down and students and staff follow procedures designated for student safety.

## **Home-School Transition**

The information in this handbook contains information related to policies and procedures for our preschool program. The goal of the Blair Community Schools is to provide quality education for all students. This can only be accomplished through school effort and parent/guardian interaction and support. Therefore, we invite your questions and encourage your interest.

# Welcome to Preschool

We are pleased that you have chosen the Blair Community Schools Early Childhood Preschool program for your child and your family. We recognize the importance of a high quality early childhood experience for all children and we also value the partnership with families. We realize that children learn both at home and at school, therefore our program is inclusive and family focused to facilitate child learning in all developmental areas (cognitive, language, physical, adaptive and social/emotional) and content areas (literacy, math, social studies, science, and the arts).

## Purpose And Philosophy

The purpose of the Blair Community Schools Early Childhood Preschool Program is to provide a high quality early childhood experience for your child in a safe, supporting and stimulating environment where children develop and progress in a fun, developmentally appropriate classroom. One of the main goals of the preschool program is to prepare children for Kindergarten. Your child will participate in a preschool curriculum that promotes learning through play and discovery, as teachers support children's pre-academic progress, while respecting the ways they grow and develop. Parental involvement is an integral part of the preschool program.

## CLASSES AND CALENDAR

### Preschool Classes

The Blair Community Schools Early Childhood Preschool program for the 2020-21 school year will include three classrooms. Each classroom will be a combination of 3 & 4-year olds students.

Our 3-year old Program will be Half-Day / 4 days per week:

8:30 a.m. - 12:30 p.m. (Monday Thursday). Three-year olds will not attend class on Fridays.

Our 4-year old Program will be an Extended Day / 5 days per week:

8:30 a.m. - 2:00 p.m. (Monday – Thursday) and 10:00 a.m. - 2:00 p.m. (Fridays)

Breakfast (except for Fridays) and lunch are provided and are part of the daily schedule and activities in all classrooms.

Preschool teachers: Lauren Diffey, Brooke Roach & Lauri Schlachter

Additional classroom support:

Angie Soukup, Speech Language Pathologist

Nicole Knight, Occupational Therapist

Matt Wood, Physical Therapist

Paraprofessionals in each classroom

Jane Prieksat, Family Service Coordinator

Bonnie Gutschow, Preschool Secretary (located in the Deerfield Office)

### Preschool Calendar

An Early Childhood Preschool calendar has been developed for the 2020-2021 school year. Please note that there will not be preschool on Thursday, April 15, as this will be a Preschool Teacher Inservice day.

## ENROLLMENT INFORMATION

Children enrolled in preschool must be at least 3 years old on or before July 31 of the year attending preschool and not turn 5 years old on or before July 31 of the year attending preschool.

### **1. Certified Birth Certificate**

In accordance with state guidelines, we must have a copy of the Birth Certificate before your child can attend our preschool program. This must be the original Birth Certificate with the raised seal. The certified Birth Certificate must be brought to the Preschool Office prior to the first day of preschool. Upon review, we will make a copy of the Birth Certificate and return the original to you.

### **2. Immunization Record**

A copy of your child's up-to-date immunization record from your child's doctor is required. Your child's immunizations must be up-to-date before he/she can attend our preschool program. It is not necessary for returning students to turn in an immunization record unless there has been an update to the immunizations since last year.

### **3. Preschool Enrollment (ONLINE)**

Parents/Guardians of students who are new to our program will have 2 steps to the enrollment process: 1) Online Enrollment & 2) Student Verification. Parents/Guardians of students who were in our program for 2019-20 will only need to complete the Student Verification step.

Parents should include current phone numbers and 3 emergency contacts (other than the parent)

### **4. Free & Reduced-Price Meals Application – (ONLINE)**

This application is required in order to be considered for a special consideration that may reduce preschool tuition, depending on qualification.

### **7. Transportation Application (Only necessary for children who qualify for transportation.)**

Children receiving special services qualify for bus transportation to and from school.

Children who live outside the city of Blair and live on an established bus route qualify can receive MORNING transportation only. .

## ATTENDANCE INFORMATION

### **Reporting Your Child's Absence**

Your child must attend class regularly for optimum learning. Regular attendance is essential to a student's success in school. We encourage you to take vacations and trips during school holidays or during the summer. When at all possible, we ask that doctor and dental appointments, as well as any other appointments for your child, be scheduled for times when preschool is not in session.

If it is necessary for your child to be absent, please call the **Deerfield Office at 402-426-5123** as soon as possible prior to the start of class. Leaving a voicemail is acceptable. If your child is a bus student, please

notify the Bus Barn of your child's absence. If your child is not in attendance, and if no parent reports the child's absence, we will contact you to inquire about your child's absence.

Teachers begin their school day promptly in order to maximize the instructional time. When your child arrives late it requires one member of the teaching team to interrupt classroom instruction to assist your child, which disrupts their learning and the learning of others.

If your child has excessive absences (more than 5 unexcused absences in a quarter), we will schedule a meeting between the family and the preschool staff to discuss your child's absences and support needed for regular preschool attendance.

**I moved the following to Dismissal Procedures:**

If, after 15 minutes from dismissal, your child has not been picked up and no contact has been made with the parents, we will attempt to contact your child's designated emergency contacts. In the event that we cannot reach emergency contacts, we may contact the Blair Police Department.

## HOME AND SCHOOL PARTNERSHIPS

### Home Visits

Home visits are required in order for our preschool program to be in compliance with requirements from the Nebraska Department of Education. These visits also allow families and staff to support one another during the preschool years. **The Preschool Secretary Your child's teacher** will contact you in late July/early August to schedule the first home visit. **Due to Covid-19 the Initial Home Visit may be a Zoom meeting.** During the school year your child's preschool teacher will schedule additional visits. Teachers may schedule these as home visits, or as conferences at school. You can typically plan for these visits to last 30 minutes. Preschool teachers and families will need to work together to find a mutually agreed upon time for each visit.

Home visits:

- promote a strong relationship between families and teachers
- build strong connections between home and school that support a child's success
- provide an opportunity to discuss the teacher's goals and the family's expectations for the child
- set goals for your child
- create an opportunity to discuss any needs families may have
- allow educational efforts to continue by bringing learning activities, books, or other suggestions to the family.

### Home – School Communication

Your child's teacher will provide a School-to-Home folder as a means of communicating information. We ask that families review this information daily and return it to school the next day.

### Parent Volunteers

Parent participation is an important aspect of the preschool program. You are a necessary contributor to your child's learning process. We encourage parent volunteers in our preschool program. The following are some ways a parent may help in the preschool program:

- Share your special talents – teach a dance or song, play a musical instrument, share a special collection

- Save “throw-away” items for use in the classroom (e.g., buttons, ribbons, toilet paper/paper towel rolls, material scraps, yarn, egg cartons, shoe boxes)
- Read a story
- Prepare classroom materials (e.g., cutting out items, hanging student artwork)
- Help children with routine tasks.

If you would like to volunteer in your child’s classroom, please speak with your child’s teacher. When you come to volunteer please stop in the **Deerfield Office to sign in and get a Visitor sticker. When school is in session on August 19 with students, we will not be able to accommodate visitors like we have in the past. Lunch guests, classroom volunteers, and other special drop-in guests, guest speakers and/or mentors will not be allowed until further notice.**

### **Family Activities**

Family involvement in school activities promotes student success and is an important component of our preschool program. Research shows that the most effective Early Childhood Programs are those that involve parents in meaningful ways. Throughout the school year, a variety of family involvement activities are planned. Specific information will be shared with you ahead of the activities. We encourage you and your child to attend these activities. Individuals needing special accommodations for attendance at preschool activities should contact the Director of Student Services at least two days before a preschool activity/event.

### **What Families Can Do**

We value the important role that parents play in their child’s education. Some ways for parents to support learning are:

- Go to the library with your children.
- Read stories daily.
- Go to the park or explore your backyard.
- Do simple cooking projects with your child.
- Give your child opportunities to help you at home.
- Play with your child.
- Limit screen time – TV, tablet, phone, video games.
- Teach your child to take good care of toys and put them away.
- Encourage good health habits (washing hands with soap, proper use of tissue, brushing teeth)
- Eat healthy foods.
- Schedule an appropriate bedtime.
- Invite a friend to play.
- Display your child's work.
- Listen to and talk with your child.
- Show your child how you write to create lists and notes.
- Encourage exploration of different art media (paint, Play-Doh, tissue paper, construction paper, glue, scissors).
- Provide writing materials (crayons, markers, pencils, paper, cards).

## **HEALTH AND MEDICAL INFORMATION**

Preschool Immunization Record Requirement Students are required to be immunized against diphtheria, pertussis, tetanus, hepatitis B, measles, mumps, rubella, polio, varicella, polio, haemophilus B, and pneumococcus. The day, month, and year of each immunization must be recorded on school records before the student enters school.

Minimum requirements for children ages 2 through 5 years enrolled in a school-based program not licensed as a childcare provider:

- 4 doses of DTaP, DTP, or DT
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age.
- Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students not in compliance will not be permitted to enter school. Only the following exceptions apply:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by the parent or legal guardian and notarized.
3. Student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible substantiated by a signed statement from a physician.
4. Documented history of varicella disease from a parent or health care provider with year of infection constitutes evidence of immunity to varicella.

## **Student Health**

Regular attendance is desired; however, a child who is ill or has symptoms of illness should be kept home until the parent/guardian is sure he/she is well enough to attend school.

**Children should be fever-free without medication for 24 hours before returning to school. Children with diarrhea or vomiting should be kept home.**

Please call the **Deerfield Office (402-426-5123)** as soon as possible if your child will be absent due to illness. Leaving a voicemail regarding the absence is acceptable if calling before 7:30 a.m.

If a child shows signs of illness (e.g. fever of 100.0° or greater, vomiting, diarrhea, rash) during the school day, the parent/guardian will be contacted to come pick up the child from school. Parents/guardians must list three emergency contacts when enrolling in preschool who can assume responsibility for the sick child if they are not available. These individuals should (preferably) live within the Blair School District.

After having a communicable and contagious disease or condition (see chart), a child must see the school nurse or have written approval from a doctor before returning to school. A recurrence of a communicable disease (or condition) may result in a child being excluded from school until there is evidence the condition has been treated or eliminated.

## Communicable and Contagious Diseases

Children showing any signs or symptoms of a contagious or infectious disease will be evaluated by a school nurse and upon consultation with a parent/guardian, may be sent home. If a child has an illness that keeps him/her out of school for more than three days, the child should be under the care of a physician. The chart below outlines common childhood illnesses and diseases. For further information, please contact your child's school nurse or family physician.

Disease	Usual Incubation Period	Minimum Period of Exclusion
Meningitis	2-10 days	Exclude for duration of illness; return with documented physician approval
Strep Infection, Strep Throat, Scarletina, Scarlet Fever	1 - 3 days	Exclude until fever-free and under treatment for 24 hours.
Chicken Pox	2-3 weeks	At least 5 days after the first eruption appears or until the vesicles become dry.
German Measles	14-21 days for no less than 4 days	Exclude for duration of illness and after onset of rash.
Measles	10-14 days	Exclude for duration of illness and for no less than 4 days onset of rash.
Mumps	2-3 weeks	Exclude until swelling has subsided.
Fifth Disease	6-14 days	Exclude until fever and malaise are gone. May return with rash with documented physicians approval.
Impetigo	4 – 10 days	Exclude until brought under treatment and acute symptoms resolved.
Scabies Infection caused by mites.	Lesions symptomatic after 4-6 weeks.	Exclude until the day after treatment is started.
Pediculosis (Lice)	Eggs hatch 1 week; mature in 2-3 weeks	Exclude until after appropriate treatment is started (and no live lice are found).
Conjunctivitis (Pink Eye)	24-72 hours	Exclude while symptomatic. May return when the eye appears normal or with documented physician approval.
Pertussis (Whooping Cough)	7 days	Exclude until physician approves return with written documentation.
Enterobiasis (Pinworm)	Life cycle about 3-6 weeks.	Exclude until treated as documented by the physician.

Hepatitis A	15-50 days	Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval.
Influenza	24-72 hours	Exclude for duration of illness.
Diphtheria	2-5 days	Return with documentation.

### **School Health Screenings**

As part of the Preschool enrollment process parents/guardians fill out a Health Screening Update. The school nurse also conducts a health screening at the beginning of the year. If the need arises during the year, the school nurse examines individual students.

### **Medication at School**

For the safety of all students, the following regulations will be enforced for medication at school:

#### **All Medications:**

All medications brought to school, whether prescription or over-the-counter, must have a Medication Permit form filled out and signed by the parent or guardian. These are available in each school office or online at the Blair Schools website. All medications, whether over-the-counter or prescription, must be kept in the nurse's office. Medications brought to school in containers other than the original prescription or commercial container, or without a proper Medication Permit, will not be administered to the student at school. Such medication will be returned home at the end of the day and the parent will be notified.

#### **Prescription Medication:**

- Prescription medication should be transported to and from school by the parent/guardian. In all cases, such medication is to be brought directly to the office for the principal or nurse to document and secure.
- All prescription medication must be in the prescription bottle and properly labeled by the pharmacy, with the student's name and directions for administration.
- Medications brought to school are limited to a 30-day supply or 30 pills only.
- Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician, or an updated prescription bottle that is properly labeled by the pharmacy with the student's name and directions for administration, is needed to change the dose given.

#### **Over-the-Counter Medication (OTC)**

- OTC medication such as acetaminophen, ibuprofen, or other OTC medications for minor health issues may be brought to school for student use, but must be brought directly to the office for the principal or nurse to document and secure.
- OTC medications must be in the commercial container. OTC medication sent to school as individual loose doses/pills or in baggies, envelopes, or other containers not original to the OTC medication will not be given to the student.
- Expired OTC medication will not be given, and will be sent home.

### **Asthma or Anaphylaxis Medications and Diabetes**

In 2006, the State of Nebraska passed legislation providing for student possession and self-administration of prescription asthma or anaphylaxis medication, and for student self-management of diabetes at school and school-related activities. The school district has developed procedures and forms to implement the self-management plans, and these are available through the Director of Student Services office. Please contact your child's school nurse or principal for more information.

## **NUTRITION INFORMATION**

Nutritional Guidelines Children in each preschool classroom will receive breakfast and lunch each day (except no breakfast is served on Fridays due to late start). Meals are required to meet the Meal Guidelines established for Child and Adult Care Food Program by the U.S. Department of Agriculture Food and Nutrition Service.

Breakfast contains: one milk, one fruit/vegetable, and one grain/bread.

Lunch contains: one milk, two fruits/vegetables, one grain/bread, and one meat/meat alternative.

Meals - Breakfast and lunch are served family style in each classroom. Family style meals:

- allow children to identify and be introduced to new foods, new tastes and new menus
- allow children to choose the amount of food they wish to have on their plates
- provide an opportunity for children to practice good table manners and social skills
- create opportunities for children to learn and practice new skills with their hands and fingers
- engage in communication activities with their peers and adults in the classroom

### **Meal Cost & Free and Reduced Price Meals**

The cost of breakfast and lunch in the preschool classrooms is included in the preschool tuition. While there is no cost for meals, qualifying for Free and Reduced Price meals status is one of the Special Considerations that will reduce preschool tuition. (Refer to the PRESCHOOL TUITION section in the Handbook.)

- Families who want to apply for free or reduced price meal status must complete the Free & Reduced Price Family Meal Application before school begins.
- A new application must be submitted each year.
- Only ONE application per family is needed.
- Please include ALL children in one family on the application.
- The application is an online application and available after July 1, 2020. Look for a link on the Blair Schools website.

***Until a family has been determined to meet the guidelines for free or reduced price meals, this information cannot be used to reduce preschool tuition.***

If your family does not qualify for free or reduced price meals at this time, but a parent or guardian becomes unemployed or has a change in employment that results in the household income dropping below the income limit, ~~contact the Director of Student Services (402-427-2711) to inquire about eligibility.~~ the family should reapply for Free & Reduced Price Meals.

## **Nondiscrimination Statement – Federal School Lunch Program**

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

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

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

Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

## **PROGRAM INFORMATION**

### **Curriculum**

The preschool program uses a comprehensive and integrated early learning curriculum designed to ensure success for today's preschool-aged learners. The program is research-based and helps teachers build a community of learners. Through the use of comprehensive and thorough lessons with high interest activities, children are engaged with a flexible instructional plan that allows them to learn and explore at many different levels.

### **Daily Activities**

A variety of developmentally appropriate activities occur daily in your child's preschool classroom. Activities in your child's day include:

- Large group opening activities
- Calendar and communication activities
- Work time/centers (choice)
- Rest period (for children in classrooms extending beyond four hours a day)
- Closing and wrap up activities.
- Breakfast and lunch
- Small groups
- Gross motor/outdoor play

Children will have gross motor time and activities daily. Gross motor time is important because children need daily opportunities to exercise large muscles, run in open spaces, and practice gross motor skills. It is important for children to be engaged in gross motor play safely. Children are required to wear footwear that is appropriate for daily gross motor play.

When weather conditions permit, daily gross motor time will occur outside. **Please make sure your child is dressed appropriately for the weather.**

### **Assessment and Reporting Progress**

Every child in our program is an individual with different interests, skills, strengths and needs. Our goal is to get to know as much as possible about each child so that we can guide learning and plan experiences. To do this, we use an authentic, ongoing, observation-based assessment system to gather information on each child's development and learning, known as Teaching Strategies GOLD.

The children are assessed two times each year (fall and spring) utilizing Teaching Strategies GOLD, which includes on-going observations, samples of classroom work and family input. Home visits are conducted at least two times during the school year to encourage parental involvement and discuss each child's current performance and progress.

Teaching Strategies GOLD meets the Nebraska requirements for Results Matter, a comprehensive project that assesses child progress and collects longitudinal data and measures program quality of preschools.

### **Social And Emotional Development: The Pyramid Model**

The Early Childhood Pyramid Model provides a framework of evidence-based practices that promote young children's social-emotional competence, and prevent and address challenging behaviors. The model was designed as a promotion, prevention and intervention framework and is built on the foundation of a high quality workforce.

The three tiers of the Pyramid Model include:

1. high quality learning environments that have positive behavior expectations and predictable routines
2. the intentional teaching of social-emotional strategies such as play skills and emotional regulation
3. individualized interventions for children who need a positive behavior support plan

### **Supply List**

The most important items we ask parents to supply are:

- A Backpack - large enough to hold 8.5 x 11 folder
- Extra set of clothes – include shirt, pants, underclothes and socks. This is not only in case of an accident, but may also be necessary when dry or clean clothing might be needed after water play or active play when conditions warrant a fresh change of clothes. As seasons change, please remember to send an extra set of clothing that is appropriate for the weather.

Supplies we may at times request are:

- 1 box of tissues • 1 package of glue sticks
- 1 set of 8-count watercolor paints (Crayola or Rose Art brand)
- 1 box of Ziploc bags
- 1 container of Clorox wipes
- 1 container of baby wipes

We may need craft or other classroom items periodically. When items are needed, we will include a call for items in our monthly communication sheet and post it on the parent information boards. If you are able to donate any requested items, please send them to preschool with your child.

## **Celebrations**

Our program believes that parents are the child's most important teachers. We believe that parents should teach their children about their culture, their values and their faith beliefs. Our classroom activities are developmentally appropriate, culturally sensitive, and inclusive of all children and families. Our classrooms may include celebrations of:

- Milestones – learning to whistle, telling a story, zipping a coat
- Points of learning – the number 5, the color red, a favorite story
- Events in the world – the first snow, puddles, a new president
- Time with families – nutritional food experiences, creative activities, activities to promote health and wellness, math and science projects.

## **Birthdays**

Your child's birthday will be acknowledged, but classroom birthday parties will not be held. Students may bring an inexpensive and healthy treat for classmates. If parents would like to do something special to acknowledge your child's birthday in preschool, they may:

- Donate a book and on the inside cover write your child's name and the date it was donated
- Read a book to your child's preschool class
- Share an activity with your child's preschool class
- Provide a small, commercially prepared, and individually wrapped treat
- Provide a small novelty item (eraser, notepad or other novelty prize type item) for your child's classmates

If parents send an edible treat (it must be commercially prepared and individually wrapped) or a small novelty item, those items will be left in the Preschool Office and delivered to the classroom at the end of the day or during outdoor play.

***Students are not permitted to hand out birthday invitations at school. Please keep in mind it is not necessary to send anything such as balloons, flowers, or treat arrangements to the classroom for your child's birthday.***

## **School Pictures**

Blair Community Schools contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed by communications from your child's preschool teacher. Preschool students will not be included in the yearbook.

## **Media Release Permission**

In accordance with Board of Education policies, student names, photographs, and other work (ex: artwork, writings, etc.) may be used in school publications or released to news media outlets. School publications may include: district website, classroom social media, district newsletters/reports. News media outlets may include: local newspaper, regional newspaper, or regional television stations.

The District understands that some parents may not wish for names, photographs, and other work to be used in school publications or released to the news media outlets.

Please indicate your choice by completing the "Media Release Permission" section at the of the Handbook Signature Page found at the end of this handbook. Please understand that your consent is voluntary and can be revoked at any time.

### **Field Trips**

Field trips, which are within the city limits, require written notification to the family. Occasionally, a parent/guardian may be asked to accompany the preschool class on a field trip; however, certain limitations may apply. Since a field trip is an extension of the school environment, it is important for the parent/guardian to know ahead of time what is expected:

- Only children who are members of the preschool class can participate in the field trip;
- Only the parent/guardian of the preschool child may accompany the class;
- Only a limited number of parents/guardians are able to accompany the class;
- Parents/guardians who participate in the field trip are expected to follow the teacher's directions, support the educational goals of the field trip, and comply with classroom and bus rules and expectations; and
- Parents are not required to have a background check and ID badge as long as they will be with the classroom teacher. Parents will need to stop in the office to sign in and receive a Visitor tag or sticker.

### **Student Gifts to Staff Members**

School Board policy states, "Students shall be discouraged from the routine presentation of gifts to school employees. When a student feels a spontaneous desire to present a gift to a staff member, the gifts shall not be elaborate or unduly expensive. The Board shall consider the writing of letters to staff members expressing gratitude or appreciation more appropriate."

There shall be no collection of money in school, or outside of school, at any time of the year, by children or parents/guardians, for the purchase of gifts to be presented to school personnel. Exception to this policy may be in case of some personal misfortune or in case of a special honor to school personnel, pupils, or to parents/guardians of school children.

### **Student Insurance**

Blair Community Schools offers parents the opportunity to purchase group accident insurance for their child through a third-party company. This insurance is available to all students at a nominal cost. The forms are available from the Administrative Offices located at Deerfield School, 1100 Deerfield Blvd, Blair, NE 68008. Please use the Administrative Entrance on the south side of the building.

### **Student Legal Name**

The student's legal name is to be used on all official school information, student records, and cumulative files. This policy does not apply to names on assignments or student's desks.

### **Student Placement**

Enrollment and class placement of students is the responsibility of the Director of Student Services.

## Visiting Preschool

Visitors must use the **main Deerfield Entrance**. For the safety of the students and the staff, ALL doors remain locked at all times. Visitors are required to **enter through the Deerfield Office** to sign in and obtain a Visitor sticker before going into a classroom.

After the first month of school, parents/guardians are encouraged to visit their child's preschool classroom. However, a visit should be arranged in advance with your child's teacher and be limited to less than an hour. Parents/guardians are advised to make other arrangements for younger children, as they can be distracting in the classroom.

## TRANSPORTATION AND ARRIVAL/DISMISSAL PROCEDURES

### Bus Transportation

The district will provide door-to-door bus transportation only for students who are eligible for transportation based on receiving special services. Parents must complete a Preschool Transportation Application for this service.

In addition, any preschooler who lives outside the Blair city limits and lives on an established bus route can ride the bus to school in the morning. **This means that your child will travel by large bus from the established bus stop to the high school bus loop and then will transfer with other children to the Deerfield bus (a large bus).** This is available for morning transportation only and requires the parent to complete a Preschool Transportation Application.

If you have questions about bus transportation, please call the Bus Barn at 402-426-4509, or the **Deerfield Office at 402-426-5123**.

### Preschool Parking

If you are bringing your child to school and/or picking him/her up, adherence to the procedures below help to maintain an efficient drop off and pick up for all preschool students. Please be patient and cautious at arrival and dismissal times for the safety of adults and children.

- Parents and caregivers should use the parking lot on the side of the school with the flagpole.
- Please use the crosswalk to walk to/from the Preschool Entrance. **Upon entering the building stop in the Preschool office to sign in for both arrival and dismissal & pick up a visitor tag.**
- Classroom doors open at **8:15**. **Please do not arrive earlier than 8:10. You are welcome to wait in the office until classroom doors open.**
- Please do not park along the curb. Parents of elementary students will be using the drop-off lane, and a parked car blocks the elementary drop-off traffic flow.
- We highly recommend not arriving before 8:20, if possible.

### Preschool Entrance

The Preschool entrance is separate from the main Deerfield entrance. Families of preschoolers should use the Preschool Entrance door. This entrance is marked with a blue sign on the north end of the building and is labeled "Door Q". An intercom system is available and families should use it to announce their arrival.

**When you enter the building to drop off or pick up your preschool child you are considered a visitor in the school building. Please stop in the Preschool Office (Room A4) to sign in and pick up a Visitor tag. Upon exiting the school, please return the Visitor tag.**

~~Preschoolers are not permitted to use any other entrance at Deerfield School.~~ If you have other business with the K-2 office/teachers or with Administration Staff, please exit through the Preschool Entrance and re-enter the building through the **main Deerfield Office** Entrance or the Administration Entrance. You are not permitted to continue down the hall past the preschool rooms and into the rest of the Deerfield building.

### **Arrival & Dismissal Time**

We ask that you and your child arrive no earlier than 15 minutes prior to the classroom start time/d dismissal time. This allows staff members to continue preparing for your child's day or finishing up classroom activities at the end of the day. **Please wait in the preschool office until the preschool teachers open their classroom doors.**

Staff will not release a child to any person who has not been authorized by the parent/guardian to pick up the child. Persons unknown to staff may be asked to provide photo identification to establish identification prior to a child's release.

### **Moved from Attendance section**

**If, after 15 minutes from dismissal, your child has not been picked up and no contact has been made with the parents, we will attempt to contact your child's designated emergency contacts. In the event that we cannot reach emergency contacts, we may contact the Blair Police Department.**

### **Changes in Dismissal Transportation Arrangements**

If you need to make a change in your child's dismissal (e.g., another adult will be picking the child up from school or the child will be picked up from school rather than ride the bus), please contact the **Deerfield Office (402-426-5123)** at least 45 minutes prior to dismissal. For students who are on a bus route, any changes must also be communicated to the Bus Barn (402-426-4509) no later than 45 minutes prior to dismissal.

## PRESCHOOL TUITION

Blair Community Schools' preschool program is funded through various funding sources. At this time, there is a minimal cost to families for children to attend our preschool program. Tuition is collected and used to cover the costs of meals and services to children and families and to help defray costs for our comprehensive program. Information provided on your child's preschool application is used to determine your tuition.

The Blair Community Schools will implement the following Sliding Scale for Preschool Tuition for the 2019-2020 school year:

Tiers	Fees
Tier I – Full Tuition	\$ 200.00 per month for 9 months (September – May)
Tier II – One Special Consideration* OR students who qualify for REDUCED meals	\$ 100.00 per month for 9 months (September – May)
Tier III – At least two Special Considerations* OR students who receive Special Education Services OR qualify for FREE meals	\$ 0.00 per month

\*Special Considerations: Financial scholarships are based on the following factors:

- Child has special education verification (has an IEP)
- Qualification for the free or reduced price meal program
- Mother under 18 years of age at child's birth
- Home language is a language other than English
- Child's birth weight under 5 pounds at birth (doctor verified)
- Child is in foster care or ward of the court (legal documentation required)
- Child lives in a single parent home

Please note: If your child's preschool application indicates that your family is eligible for free or reduced price meals, you are required to complete a Free/Reduced Price Meals Application for 2020-2021 school year in order to determine if your child is eligible for reduced tuition. If you are not sure of your status, you may complete a Free and Reduced Price Meals Application to determine your eligibility.

### Tuition Payments

For families paying tuition, payments are due the 5<sup>th</sup> of the month beginning with the month of September.

There is no tuition for the month of August. Tuition can be paid in the following ways:

- Check payable to Blair Community Schools. Checks can be sent to school in your child's folder. Please put the check in an envelope marked "Tuition".
- Using your bank's bill pay service. Please add "Preschool tuition" to the memo line. The school address is PO Box 288; Blair, NE 68008.
- Pay with cash in the Deerfield Office. Make sure you receive a receipt at the time of payment.

## 2020-2021 Handbook Signature & Media Release Permission Form

### **Preschool Parent Handbook -- Availability & Receipt**

The Preschool Parent Handbook of Blair Community Schools is available on the school website. Please go to the preschool webpage at [www.ps.blairschools.org](http://www.ps.blairschools.org) and click on the Parent-Student Handbook under the Parent/Students menu. A paper copy of the handbook is available by request. Please check the box below to request a paper copy.

- I will review the Preschool Parent Handbook online.
- Please send home a paper copy of the Preschool Parent Handbook. I will review the paper copy.

Parent or legal guardian's signature acknowledges receipt of the Preschool Parent Handbook of Blair Community Schools. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Blair Community 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 the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed - Parent or Legal Guardian Name

\_\_\_\_\_  
Signature - Parent or Legal Guardian Name

### **Media Release Permission**

In accordance with Board of Education policies student names, photographs, and other work (ex: artwork, writings, etc.) may be used in school publications\* or released to news media outlets\*. The District understands that some parents may not wish for names, photographs, and other work to be used in school publications or released to the news media outlets. Please indicate your choice by checking the box below, sign, and return to the school office.

\* School publications may include: district website, classroom social media, district newsletters/reports. News media outlets may include: local newspaper, regional newspaper, or regional television stations.

- I give permission for my child's name, photograph, and other work to be used in school publications and released to news media outlets.
- I do not give permission for my child's name, photograph, and other work to be used in school publications and released to news media outlets.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Parent or Legal Guardian Name

## Student-Parent Activity Handbook

### 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, vocal, 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 and 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. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity;

- dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Blair Public School buses or vehicles used for activity purposes.
  16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or 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 by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
  20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

### **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.**

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:

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: 10 days.
2. Second or Any Subsequent Offense: Suspension from activities during the season.
3. Third Offense: Suspension from all activities for the remainder of the school year.
4. Reduction for Participation in Chemical Dependency Program: The student and parents must agree to participate in a school-approved program for chemical dependency. 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 the program must be submitted in writing to the High School Administration. 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.

**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.

**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. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
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 show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Must meet NSAA Constitution Guidelines
2. 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.

#### **Section 5 "Team Selection" and "Playing Time"**

"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.

#### **Section 6 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically

- Ways to help your child improve
- Concerns about your child’s behavior
- Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child’s participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution).
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 7 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.

8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

RECEIPT OF Blair HIGH SCHOOL  
2020-2021 STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the 2020-2021 Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Athletics Director to get an explanation.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**Student/Parent Handbook**  
**Arbor Park Intermediate School**

1717 Adams Street  
Blair, Nebraska 68008  
Office: 402-426-2735 Fax: 402-533-8110  
School Transportation: 402-426-4509

**Welcome**

Welcome to Arbor Park Intermediate School. This student/parent handbook allows you to easily reference information about the daily operation of our school. Please read and use this reference throughout the school year and feel free to call us if you have any questions.

At the beginning of each school year, every student at Arbor Park is given an academic planner. The academic planner provides an opportunity and an avenue for students to write down daily assignments in an organized manner. We encourage parents to monitor the progress of their children and communicate with their children's teachers using the academic planner. To best educate students, there is a need to bring all members of the learning team together and this is one way to do that.

We are grateful for the Arbor Park PTO (Parent Teacher Organization) and other parent volunteers to enhance the learning environment at Arbor Park Intermediate School. Our PTO is an active fundraising organization, which supports programs at Arbor Park. Information will periodically come home from the PTO, and we encourage you to become a part of the PTO. If you wish to be a classroom volunteer, you will have the opportunity to reinforce/enhance skills and concepts taught in the classroom, assist with making copies, putting up bulletin boards, constructing packets of educational materials and work with small groups of children, all of which will assist teachers in better meeting the individual needs of their students.

**Mission Statement**

***The Blair Community Schools...Where All Students Learn***

**Belief Statements**

- We believe the following:
- Each child is unique with special talents.
- Human diversity is recognized and respected.
- Each student will achieve proficiency of essential content and skills.
- Change is necessary for continued growth.
- Efficient and effective use of technology will improve student learning.
- Frequent and varied assessments are essential for effective education.
- A supportive environment nurtures, challenges and encourages students to reach their full potential.
- A safe and secure environment, including mutual respect and self-discipline, is essential for student learning.
- A partnership with the community, home, school, and student is necessary for student success.
- Thinking and problem solving skills are essential for student learning.

Sincerely,

**Kyle Johnson**  
Principal

## School Hours & School Day Information:

Grades 3, 4, and 5 begin at 8:25 a.m. (9:55 a.m. on Fridays). Classes dismiss at 3:25 p.m. Crosswalk supervision is available from 8:05-8:20 a.m. (9:35-9:50 a.m. on Fridays), and from 3:25-3:35 p.m. at the following locations:

- 1) Directly in front of the building; the student pick-up area.
- 2) 16th & Jackson
- 3) The North vehicle exit along Adams Street (across from La Quinta Apts.)
- 4) Highway 75/19th & Wright Street

The school doors will be unlocked at 7:45 a.m. (9:15 a.m. on Fridays) and supervision will be available. These children will be allowed to sit in the Arbor Park commons area in a study hall setting. If the students don't use this time wisely, the privilege will be revoked. Breakfast will be available beginning at 8:00 a.m. (9:30 a.m. on Fridays). At 8:15 a.m., (9:45 a.m. on Fridays), a bell will ring for students to go to their homeroom. The tardy bell will ring at 8:25 a.m. (9:55 a.m. on Fridays). Students not in their classroom prior to this time will be counted tardy. For the benefit and safety of the child, it is necessary that the principal grant special permission for any time during the day that the child leaves the school ground. Someone with the proper authority should request the permission in advance. At dismissal time, students should leave the building and grounds as soon as possible. Students who wish to return to the playground should not do so until after 4:00 p.m.

## Loading and Unloading of Students:

There is one-way traffic in front of Arbor Park Intermediate School. Southbound traffic should unload and load students on the west side of the school drive. Visit with your child about staying safely away from the curb, behind the thick yellow line, at all times and to not walk toward the car until it reaches a stop. Please do not park in the Visitor's Parking area east of the building while loading and unloading students in the morning and following afternoon dismissal. Please pull as far south as possible when loading and unloading students. Your cooperation is greatly appreciated. Drivers will become comfortable with traffic patterns very quickly.

## Safety To and From School:

Safety to and from school is everyone's concern. Parents and students should cooperatively identify safe routes to and from Arbor Park. Please talk and practice with your children about the use of sidewalks, crossing at intersections, arrival times, and going straight home after dismissal. We also encourage you to review bicycle, scooter, and walking safety depending on how your student gets to and from school. In addition, if your child crosses the creek on the trail between Arbor and Highway 75, please review water safety and the importance of staying away from the water and on the path during all seasons of the year. It is a good idea to practice the route to and from school with your student prior to the first day of school.

The state, city and school have cooperatively identified and recommend the following street crossings:

- 13th & South Street
- 16th & Washington Street
- 17th & Washington Street
- Washington Street at West School
- 19th & Wright Street (*crossing guard at designated times*)
- 16th & Jackson Street (*crossing guard at designated times*)
- 16th & Adams Street
- North Arbor Park Entrance off Adams Street (*crossing guard at designated times*)

We encourage students who live west of 19th Street to cross at Wright Street where a pedestrian crossing is located. Once on Arbor Park School grounds, students may not ride their bikes or scooters. Bicycles and scooters should be walked at all times on school grounds. Teachers will also be going over good bicycle safety practices with students. Good bicycle safety practices must be respected and observed to retain the privilege of riding.

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# General Information (A to Z)

## All-Sports Athletic Passes

All-Sports Athletic Passes are sold at the High School office. This adult pass allows an elementary student, Grades K-5, to be admitted to a game when accompanied by a parent. Students are required to sit with their parents throughout the game or in a reserved area. If a student is rowdy, frequently out of his/her seat, or deemed uncooperative, he/she may be asked to leave the game.

## Birthdays

Many children wish to share the happy event of their birthdays with members of their class. In order that birthdays do not monopolize a long period of time in the school day, we ask that refreshments be distributed at recess or during the last ten minutes of the school day. It is recommended that you spend no more than 25 cents per student for refreshments. Our suggestions would be an apple or an orange, or maybe a library book for the entire room, in place of the refreshments. Invitations to parties held at home are not to be distributed at school.

## Bicycles & Scooters

Students may ride bicycles and/or scooters to school. School policies must be respected and observed to retain the privilege of riding. No student is allowed to ride his/her bicycle or scooter on the school grounds. Bicycles must be parked on the school grounds as soon as the student is in the area of the school. Scooters may be kept in the bicycle rack or folded and placed in lockers. Locks are encouraged but not required.

## Birth Certificate Requirement

All new enrolling K-12 students must provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a (30) thirty-day period in which this should occur. Failure to comply shall cause the school district to notify the parents or guardians in writing. If, after ten days, compliance has not occurred, the matter shall be reported to the local enforcement agency.

## Bullying

Bullying typically consists of direct behaviors that may include teasing, taunting, obscene gestures, threatening, and physical contact that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying can also occur through indirect actions that may include spreading rumors to create intentional exclusion that cause victims to be socially isolated.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation and targeting that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students who have been bullied or students that witness bullying are encouraged to report these actions to a teacher, counselor, administrator, or other trusted adult. All reports will be investigated and teachers and parents of the students involved will be contacted.

Students who initiate bullying actions or are involved in such action will be disciplined in accordance with the Blair Community School's discipline guidelines.

## Enrollment

Students entering Blair Community Schools for the first time must enroll online through the district website. After this process is completed, families will be contacted for an individual conference with an administrator or school counselor for specific registration processes as required by grade level. Enrollment connected to Kindergarten Registration in the spring prior to the school year attending will not require a conference.

Assistance for those families who lack Internet or computer services, or for those who require language barrier accommodations, or other types of online enrollment support is available by calling the Administrative Offices at 402-426-2610.

In order to enroll a student for the first time (including Kindergarten) and attend Blair Community Schools, the parent/guardian must:

- Reside within the boundaries of the Blair Community Schools district or be approved through Option Enrollment per Nebraska Rev. §§ 79-215, 79-232 to 79-246, or through NDE Rule 19;
- Provide a copy of current immunization records at the time of enrollment;
- Provide proof of physical examination if transferring in from out-of-state;
- Provide either 1) a certified copy of the student's birth certificate, 2) other reliable proof of the student's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. These documents are required by The Missing Children Identification Act, 1, RRS 43-2001. Students and parents seeking exemptions to this requirement should contact the school nurse or building principal for more information.

## **FERPA - Family Educational Rights and Privacy Act for Elementary and Secondary Schools**

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal, a written request that identifies the record(s) they wish to inspect. The school official 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 may be inspected. Parents or eligible students may ask the school to amend a record that they believe are inaccurate. They should write the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school 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 school 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The Blair Community Schools does not release any student information without the prior written consent of the student and/or their parents. Student lists are not released to any persons or groups unless those lists are used for honor rolls, sport, drama, graduation, other activity programs or as provided by the Family Educational Rights and Privacy Act.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Hazing - Defined**

Board of Education policy 504.14-Secret Societies, Initiations, Hazing, or Gang Activities prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

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

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or

encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

## Home Football Games

Students have the choice to attend home football games and either stay with their parents or watch the game in the Arbor Park section, a designated section of Krantz Stadium in front of the concession stand. We have a few guidelines students need to follow to retain the privilege of watching the game as a school group with Arbor Park.

1. We encourage students to stop at the west-side concession stand and restrooms before they are brought to the Arbor Park section.
2. Students must stay in the Arbor Park section until the game is over. However, parents may stop by prior to the conclusion of the game and pick up their child/children.
3. We expect students to sit and watch the football game and/or socialize in a reasonable manner. No spitting, no throwing items, no taking and throwing another person's clothing apparel, no inappropriate language, booing, or unsportsmanlike conduct, and no pushing/shoving.
4. Students may make use of the concession stand a couple of times during the game, but are expected to promptly return to the Arbor Park section.
5. Non-cooperative students will lose their privilege of watching the game in the Arbor Park section.
6. All school rules apply.

We encourage parents to provide Arbor Park students a ride home after the game as opposed to walking home because of the volume of traffic around the High School site, the time of day, and the age of our students.

## Home - School Communication

There are types of communications, which we request from you. These are as follows:

1. Excuse for Absence or Tardiness: When your child is absent from school for any reason, the parent or guardian should call the office (402-426-2735) prior to that absence.
2. The following are guidelines for students planning extended absences from school for any reason:
  - a. Notify the office as soon as possible.
  - b. Make up all work before going. The student is responsible for taking care of this.
  - c. Written permission and a phone call from the parents or guardian must be received ahead of time.
  - d. In order for the student to receive an excused absence the above criteria must be met.
  - e. The principal will determine whether an absence shall be classified as excused or unexcused.
  - f. Any absence without notification to the office means that time will be considered unexcused.
3. Requests to stay indoors at recess: It is our thinking that, if a child is well enough to come to school; he is well enough to participate in the daily program. Your child is not asked to go outside in inclement weather. We do make exceptions in certain cases where the family physician requests that a child be excused from outdoor activity. If this is the case, a note signed by the parents must be represented to the school.
4. Field Trips and Excursions: These trips are encouraged in order to effectively utilize the resources of the community and area in the daily teaching program. A permission slip will be sent home with your child prior to each field trip.
5. Parents should notify the school when withdrawing from the Blair Community Schools. A release of student school records needs to be signed by a parent and/or guardian.

## Holiday Party

Arbor Park holds one classroom party. It is held on the last day of the first semester, in the classroom from 2:00 – 3:00. There is no gift exchange. Students are encouraged, but not required, to bring a non-perishable food item for the local food pantry. Room parent volunteers are encouraged to assist the classroom teachers with 1) a quick game or two, and 2) a simple treat that is quick to consume and easy to clean up.

## Homework

Homework will be given to students on an increasing basis as they progress in school. Parents may wish to set aside 20-60 minutes each evening for children to read, practice spelling or math, or do assigned homework. This is an important pattern in responsibility to establish when children are young.

## Lockers

Each student is assigned a locker with a combination lock for storage of clothes and books. Periodic locker checks will be conducted throughout the year by the staff in order to insure that lockers are clean, neat and in good condition. Lockers are the property of the school and are in the building for the use of students. **It is the proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes.**

## Lost and Found

The teachers wish to help children find lost articles, but they cannot afford to spend unnecessary time tracing the items that are lost. We urge that you have some kind of identification mark on coats, caps, mittens, scarves, overshoes, purses, lunch boxes, etc.

Children should ask their teacher about lost articles. Children should bring all "found" items to the teacher unless they know to whom it belongs; in which case it should be taken directly to the owner. We encourage you to check the lost and found box for any articles you are missing.

## Makeup Work

Normally students are allowed twice the number of days they were absent in which to complete their makeup work provided the absence was excused, but the students are encouraged to complete their makeup work as soon as possible. Students on vacations or trips are encouraged to make up all work before going.

## Money at School

In the interest of helping children learn the value of money and of eliminating temptation regarding the possession of others' property, we discourage children from bringing money to school unless it is to be used for a specific purpose such as milk, lunch, etc.

## Music Lessons

Instrumental lessons are provided for students in grade five. These lessons are provided at no cost to the students. It is necessary for the parent to make arrangements to provide the proper instrument for each individual student. These arrangements will be aided by the instrumental band instructor, if necessary.

## Non-Discrimination Statements

The Blair Community Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age in admission or access to, or treatment of employment in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Director of Student Services – Leon Haith  
Address: 1100 Deerfield Blvd  
PO Box 288  
Blair, NE 68008  
Phone #: 402-426-2610

## Non-School Announcements

The Blair Community Schools recognize the importance of good community relations and the equal importance of being an active participant in community life, especially the community life of youth. With this in mind, the Blair Community Schools will allow, with the permission of the school principal:

- Community, non-religious service groups, (i.e., boy scouts, little league, YMCA, Rotary, Optimists, etc.) may post announcements in a place designated by the principal that are:
  1. youth and/or family oriented
  2. that pertain to the students at the particular school's grade and age level
  3. not larger than 8 1/2" x 11"

Any flyers or handouts, from non-school groups, of any nature, must first receive permission from the Superintendent of Schools, in order to be distributed at any level.

- flyers must be divided into stacks of 25
- flyers must be delivered to the building secretary (stacks of 25) two days prior to the last school day of the week
- flyers will be distributed to students on the last school day of the week

When a weather emergency is present, the building principal will make such announcements as are necessary to protect the welfare of students under his/her care, to include making announcements that would otherwise be prohibited by this policy.

## Online Verification

The SIMS Online Verification process for all students will also include 1) availability and receipt of the Student-Parent Handbook for grades PK-12, 2) the student Media Release form for students in grades PK-12, 3) school messaging services for families and students from students in grades PK-12, and 4) NSAA Parent and Student Consent for activity participation for students in grades 7-12. Parents will be required to log into their SIMS

account to verification student information and either acknowledge access or give/deny consent to the items listed above.

## **Parent Defined**

Wherever "parent" or "guardian" appears in the Student/Parent Handbook, it shall mean biological parent, adoptive parent or legal guardian.

## **Power of Attorney**

A limited Power of Attorney is generally considered when a parent desires for a person (other than the parent) to assume parental rights and responsibilities for a child. Information concerning a Limited Power of Attorney may be obtained through the Building Principal. A validly executed Power of Attorney will be honored if signed by a parent, subject to any limitations, as stated in the Limited Power of Attorney document.

## **Protection of Pupil Rights Amendment & Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Blair Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys") and certain physical exams and screenings. Blair Arbor Park School currently does not participate in outside surveys.

## **Refusal to Accept Registered or Certified Mail**

As required by law, notification to parents of any disciplinary matters must be made by registered or certified mail. State law stipulates that notification be sent and that receipt of this notification is not a necessary part of carrying out the stated discipline. Consequently, refusal to accept registered or certified mail does not void the stipulations of the discipline as stated in the letter.

## **Reporting to Parents/Guardians**

Report cards are completed quarterly during the school year, and can be accessed online. Additional information is communicated at parent - teacher conferences.

As parents/guardians and teachers discuss together the goals they have for the child, and the way in which these goals may be reached, much more can be accomplished. Additional conferences may be scheduled at the request of the parents, teachers or principal. Notices of outstanding work or underachievement are prepared by the faculty throughout the school year. An unsatisfactory report is a warning to a student who is in danger of failing in a subject or who is not working up to his/her ability. This report is sent to the student's parents.

## **School Closing**

The Blair Community Schools share with parents a concern for the safety of children in the event of inclement weather. Here are a few guidelines that should help us in working together to assure the safety of students, no matter how bad the weather:

1. In the event the weather creates hazardous driving conditions, information pertaining to the closing of school will be broadcast over radio station KFAB (1110 AM), KBLR (97.3 FM), KHUB (1340 AM), Television stations WOWT (Channel Six), KETV (Channel 7), KMTV (Channel 3), Fox (Channel 42), school announcement line 427-2700, through email and at blairschools.org. In addition, families will be notified by an automated telephone call from the Superintendent's office.
2. If schools are open during inclement weather, parents should decide whether or not their children should attend school.
3. Should a storm develop during the school day, the same communication would be used to advise parents regarding early departure from school. Such departure would be made only if deemed safe. The school will not permit bus students to ride home with another parent or student unless parental permission is obtained by telephone prior to departure.
4. Parents may pick up their children at any time. It is not necessary to call the school before coming for your child. We ask that you please be patient with school personnel who must locate students while you are waiting.

- School personnel will remain in the building as long as children are present. Parents should please make every effort to pick their child up from school as soon as possible after students are dismissed from school.

## **School Counseling Program**

As an integral part of the educational program, school counseling services are concerned with the adjustment and progress of all children attending Arbor Park Intermediate School. The services are designed to assist students in developing their potentials and to assist school personnel and parents in providing opportunities to students to obtain an education best suited to their potential and goals. Please feel free to call the counselor (402-426-2735).

## **School Dress Policy**

There is a need for rules and the existence of limitations in regard to standards of dress and grooming. Parents and children together share the responsibility for proper student grooming. An individual's grooming or the way he/she dresses should be a credit to him/her and conducive to safety, good health, and cleanliness. If there is a question about the reasonableness of appearance, the student, his/her parents or guardian, and school officials will participate in the final decision. It is the intent of the school board to keep up with current fashions, but still maintain good standards of dress and grooming. Clothing that is deemed by school personnel to be unnecessarily disruptive or inappropriate for the school environment is not allowed to be worn.

**Dress For Physical Education:** Student dress on physical education days should be conducive to physical activity. Students are to wear tennis shoes (appropriate footwear).

## **School Health Screenings**

All students enrolled in Nebraska school must be screened periodically for vision, hearing, and dental. In addition, the Nebraska Department of Health and Human Services requires height and weight. A parent/guardian may refuse a health screening, and should contact the principal or school nurse for a waiver for such.

## **School Messaging System - Telephone, Email, Text**

Blair Community Schools uses a messaging service to notify parents via telephone, email, and text regarding academic progress, school information, or school and/or district activities. Parents may choose to opt out of messaging services. Please contact your child's school for more information.

## **School Pictures**

The Blair Schools contract annually to have pictures taken of school children early in the school year. Information regarding prices, times and days are distributed by communications from school.

## **Section 504 District Coordinator**

Blair Community Schools designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Leon Haith, Director of Student Services  
[leon.haith@blairschools.org](mailto:leon.haith@blairschools.org)  
402-426-2610

The Director may, at his discretion, delegate this responsibility to an appropriate staff person.

## **Solicitations**

Blair Community Schools will strive to safeguard students and their parents from money-raising plans of outside organizations, commercial enterprises and individuals regardless of their merit without Board of Education authorization.

## **Special Education**

The Blair Community Schools offers a variety of high quality services to students with disabilities from birth through the school year in which the student turns 21. Special Education is specially designed instruction provided to meet the unique needs of a child with a verified disability. Special education staff provides interventions, accommodations and modifications to support a student's participation and progress in the general curriculum. Parents and families work with school staff to develop an Individual Education Program (IEP) that addresses the needs of the student.

The amount of special education services provided to a student varies according to individual needs and is determined by the student's IEP team. Accommodations and modifications may be supported in the general education setting, with adjustments by the general education teachers, as well as services provided in a resource setting, by the special education teacher. Continuous assessment and evaluation of the student's progress is managed through the IEP process. Students participate in all district and state assessments and may participate with accommodations as identified and indicated in the student's IEP.

## **Student Directory Information**

Student directory information is designed for use internally within the school district. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, dates of attendance at this district, the most recent previous educational agency or institution attended by the student, E-mail address, photograph and other likeness, and other similar information.

The district is required to supply class lists including name, address and phone number to college and military recruiters upon their request. Parents will also have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

Notification of the intent to opt out of any student directory information should be made in writing to the School Counselor not later than September 1st of each school year or no more than 2 weeks following enrollment.

Directory information given to the public at Arbor Park Intermediate School includes the following:  
Classroom of the Week

## **Student Gifts to Staff Members**

School Board policy states "Students shall be discouraged from the routine presentation of gifts to school department employees on occasions such as Christmas. If a student feels a spontaneous desire to present a gift to a staff member, the gifts shall not be elaborate or unduly expensive". The Board shall consider, as always and in most circumstances, more appropriate the writing of letters to staff members expressing gratitude or appreciation. There shall be no collection of money in school or outside of school at any time of the year by children or parents for the purchase of gifts to be presented to school personnel.

Exception to this policy might be:

1. In case of some personal misfortune.
2. In case of a special honor to school personnel, pupils or to parents of school children.

The principal should be consulted concerning the above-mentioned exceptions.

## **Student Insurance**

Blair Community Schools offers parents the opportunity to purchase group accident insurance for their child through a third-party company at a nominal cost. Forms will be made available at individual buildings or at the district Administrative Office.

## **Student Records**

Recent federal and state laws have made official student records open for parental inspection. Parents also have the opportunity for a hearing to challenge the content of the school records and to request deletion of "inaccurate, misleading, or otherwise inappropriate data contained therein". Requests to review official student records should be made to the principal.

## **School Resource Officer**

The Blair Community Schools, in cooperation with the Blair Police Department, sponsor a School Resource Officer throughout the school year. The officer assigned to The Blair Community Schools will act as one of the staff at the school, conferring with students, lending support and assistance when needed, serving as a resource person for both students and staff, and in general, promote the positive aspects of the police/community relations. The School Resource Officer will be available to the Blair Community Schools on a full-time basis.

## **Student Responsibilities**

It is important for each student to be a responsible school citizen. Good citizenship is emphasized. A responsible student:

- is friendly, helpful and kind to staff members and other students
- does his/her part to keep building and grounds in good condition
- is on time each day
- is helpful to new students and visitors
- gives his/her best effort in all areas
- is prepared for class work and instruction
- is careful with books and other materials
- follows the school rules

## Supplies and Books

All books are furnished by the school. We urge proper care of materials used by each child. Fines are imposed on children who are careless with textbooks, desks and other school property. Students may furnish some of their own supplies. Suggested supply lists are below.

### ARBOR PARK INTERMEDIATE SCHOOL ~ 2020-2021 SCHOOL SUPPLY LIST

3 <sup>rd</sup> GRADE	4 <sup>th</sup> GRADE	5 <sup>th</sup> GRADE
<input type="checkbox"/> 1 Pair of earbuds with <u>case</u> or headphones	<input type="checkbox"/> 1 Pair of earbuds with <u>case</u> or headphones	<input type="checkbox"/> 1 Pair of earbuds with <u>case</u> or headphones
<input type="checkbox"/> 2 LARGE zippered pencil pouches (NO boxes)	<input type="checkbox"/> 2 LARGE zippered pencil pouches (NO boxes)	<input type="checkbox"/> 1 LARGE zippered pencil pouch (NO boxes)
<input type="checkbox"/> 10 #2 Yellow pencils (NO plastic wrapped)	<input type="checkbox"/> 18 #2 Yellow pencils (NO plastic wrapped)	<input type="checkbox"/> 18 #2 Yellow pencils (NO plastic wrapped)
<input type="checkbox"/> 2 Large erasers	<input type="checkbox"/> 1 Box colored pencils	<input type="checkbox"/> 1 Large eraser
<input type="checkbox"/> 1 Box 48 Crayola crayons	<input type="checkbox"/> 2 Highlighters (different colors)	<input type="checkbox"/> 1 Box 24 Crayola crayons
<input type="checkbox"/> 1 Pack Crayola 8-10 markers	<input type="checkbox"/> 4 Dry erase markers and eraser (NO spray cleaner)	<input type="checkbox"/> 1 Box colored pencils
<input type="checkbox"/> 2 Blue ink pens (NO gel pens)	<input type="checkbox"/> 2 Wide ruled spiral notebooks (one red, one blue)	<input type="checkbox"/> 2 Red ink pens
<input type="checkbox"/> 2 Highlighters	<input type="checkbox"/> 2 3-ring binder (1½ inch only)	<input type="checkbox"/> 2 Highlighters (different colors)
<input type="checkbox"/> 4 Dry erase markers and eraser (NO spray cleaner)	<input type="checkbox"/> 5 2-pocket folders, 3 hole punch (NO pronged folders) (red, orange, yellow, green, blue)	<input type="checkbox"/> 2 Black fine-tip markers
<input type="checkbox"/> 5 Wide ruled spiral notebooks (one subject)	<input type="checkbox"/> 1 Pair school scissors (blunt)	<input type="checkbox"/> 8 Dry Erase Markers
<input type="checkbox"/> 1 3-ring binders (1½ inch only)	<input type="checkbox"/> 2 LARGE Glue Sticks	<input type="checkbox"/> 4 Wide ruled spiral notebooks (one subject)
<input type="checkbox"/> 4 2-pocket folders, 3 hole punch (NO pronged folders) (different colors)	<input type="checkbox"/> 2 Boxes Kleenex	<input type="checkbox"/> 3 2-pocket folders, 3 hole punch (NO pronged folders) (red, yellow, green)
<input type="checkbox"/> 1 Pair school scissors (blunt)	<input type="checkbox"/> 2 Clorox Wipes	<input type="checkbox"/> 1 2-pocket plastic pronged folder
<input type="checkbox"/> 1 Bottle Elmer's glue	<input type="checkbox"/> \$2.00 Party money	<input type="checkbox"/> 1 Pair school scissors (blunt)
<input type="checkbox"/> 4 LARGE glue sticks		<input type="checkbox"/> 1 Bottle Elmer's glue
<input type="checkbox"/> 2 Box Kleenex		<input type="checkbox"/> 1 Ruler with metric measure
<input type="checkbox"/> 2 Clorox Wipes		<input type="checkbox"/> 1 Clipboard
<input type="checkbox"/> \$2.00 Party money		<input type="checkbox"/> 3 Book covers (Prefer paper sacks, XLarge If purchased)
		<input type="checkbox"/> 2 Boxes Kleenex
		<input type="checkbox"/> 2 Clorox Wipes
		<input type="checkbox"/> \$2.00 Party money

Revised 4/20/20

## Telephone

The telephone at the school office is a business phone, and it is to be used for these purposes. In case of an emergency, a child will be allowed to use the phone. Plans should be made with your children prior to the start of the school year as to where they should go in case of emergency school closings or early dismissals that occur during the school year.

## Transfer

If you are moving out of the system, the parent or guardian must stop at the principal's office to report the move and also to sign an "Authorization for Release of School Records" form.

## Video Surveillance on Campus

In order to promote student and staff safety, and deter unauthorized access and destructive acts, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance and electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct. Video recordings may be used as evidence in disciplinary actions and criminal proceedings. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Video cameras may be placed and used in locations deemed appropriate by the superintendent or designee including but not limited to entrances, hallways, classrooms, cafeterias, auditoriums, gymnasiums, parking lots, and school vehicles. Cameras will not be placed in areas where students, staff, or visitors have a reasonable expectation of privacy such as restrooms, dressing rooms, or locker rooms. Board policy and state statutes shall govern the access, conveyance, and retention of video images or recordings.

## Visiting School

We encourage parents to visit the school at any time, you are always welcome. Please pre-arrange this with your child's teacher, this allows you to arrange the best time to visit to minimize any disruption to learning and the classroom. All visitors must sign in at the main office and receive a visitor's identification badge. The badge must be visibly worn at all times during the stay at school. A suitable visitation period in a classroom should be approximately thirty minutes. The first week of school, Fridays, and before the holidays are not ideal times to visit.

## Attendance

Regular attendance is necessary for your child to make satisfactory progress in his/her schoolwork. However, we feel that a sick child should not be in school. Families are encouraged to take vacations during the summer months or other days school is not in session. The school calendar can be found on the district website for the current school year, and when available subsequent school years.

### Truancy

Absences without parental and school authority and consent will be considered truancy. The penalty may be detention or suspension from school. All school work is to be made up.

### Tardiness to School

When students are tardy to school they are to report directly to the office. It is the responsibility of the parent to get their child to school on time. If tardiness begins to interfere with a student's progress or becomes a disruption to learning, the school will work with the student and parent(s) to remedy the situation. Tardies to school do count towards a student's overall attendance.

Upon receiving a 6<sup>th</sup> tardy for the current quarter, the student will be issued an office detention. Additional tardies beyond the 6<sup>th</sup> tardy will result in additional office detentions. On the twelfth tardy, a parent conference will be called, if necessary, to set up a plan to help the student get to school on time.

Tardies will restart after each quarter. Prearranged appointments, i.e., doctor or dental appointments, etc. are the only reasons considered acceptable for being tardy from school.

### Excessive Absenteeism

By School Board policy all students must be in compliance with 79-201 of Nebraska School Law. Parents will be notified of their child's absenteeism on the following schedule:

5th absence	1st notification
10th absence	2nd notification
15th absence	3rd notification

Students who accumulate five (5) absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. Verbal, written, or electronic communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. One or more meetings 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:
  - a. Illness related to physical or behavioral health of the child;
  - b. Educational counseling;
  - c. Educational evaluation;
  - d. Referral to community agencies for economic services;
  - e. Family or individual counseling; and
  - f. Assisting the family in working with other community services.

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

### 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 laws. 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."

### **Reporting Excessive Absenteeism to the County Attorney**

The school will report to the county attorney of the county in which the student 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 school year. The school shall notify the child's family that the child has been referred to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

## **Discipline & Legal Responsibilities**

Because neither the school nor the parent deals with all aspects of the student's life, it is essential that a sound working relationship between the parent and the school exists.

The school and the parent must establish a close working relationship and parents must accept their responsibility in helping to solve the student's school problems.

The parent cannot expect the school to handle the student's problems alone. Since there is a considerable carry-over between the home and the school, a problem cannot be identified as a strictly home or a strictly school problem. Therefore, an open and constructive relationship between the parent and the school will greatly enhance the possibilities of discovering a workable solution to the student's problem. Good discipline originates in the home. The parent/guardian is the first teacher of his/her child, and should develop in him/her good behavior habits and proper attitudes toward school.

A parent/guardian should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out the recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

### **Code of Conduct**

On important charges every effort should be made to consult with parents before a disciplinary decision is reached. Students have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply not only to school hours but to other times, especially while attending school activities at home and away.

Student attendance at school is a mandatory charge to parents for those children under sixteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and privilege of public schooling for those under sixteen as well as those sixteen and over.

Disciplinary considerations will be made according to the students best interests and corrections of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered.

In other extreme situations, a student may be suspended or expelled from school by the Superintendent or Principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school or state policies. Examples of offenses that might result in the suspension or expulsion of a student at Arbor Park Intermediate School are:

1. Disobedience - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
4. Gross disrespect for teachers, school officials, students and other employees.
5. Verbal and physical sexual harassment that is sufficiently severe, persistent and pervasive so that to limit the student's availability to benefit from education.
6. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.)
  - b. Gambling.
  - c. Fighting.

- d. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes.
- e. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or even off school grounds.
- f. Willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student:
  - i. On the school ground
  - ii. Off the school grounds at an educational function or event.
  - iii. On any property of the Blair Community Schools.
- g. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from that person.
- h. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a **dangerous** weapon or an explosive device, including, but not limited to, guns, knives, ammunition, fireworks, etc.
  - i. **Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:**
    1. **Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.**
    2. **The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.**
    3. **A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.**
    4. **The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.**
      - a. **For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.**
- i. Engaging in the unlawful selling, use, possession, under the influence of, or dispensing of a controlled substance or alcoholic liquor, or possession of drug paraphernalia.
- j. Truancy--absence from school without school or parental authority.
- k. Theft--the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
- l. Displays of affection--Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
- m. Sexual assault, harassment or attempting to sexually assault any school employee or student.
- n. Use of racial or ethnic comments that may be deemed socially and personally unacceptable and that may cause an interference with the educational program of the school or individual student.
- o. Public Indecency as defined by R.R.S. 28-806.
- p. The use of paging devices, cellular phones, or other similar communication devices are not permitted during the school day.
- q. Possession of nuisance items (i.e. lasers, spitballs, water pistols, water balloons, firecrackers, snowballs, games, trading cards, etc.)
- r. Possession of lighters, matches and/or other fire starting devices.
- s. Engaging in any other activity forbidden by the laws of the State of Nebraska, which interferes with school purposes.
- t. Hazing by classes, clubs, athletic teams or other student organizations, as defined on page 27 of the Student-Parent Handbook is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization.

## **Blair Community Schools Drug and Alcohol Policy**

Engaging in the unlawful selling, use, possession, under the influence of, or dispensing of a controlled substance, inhalant or alcoholic liquor is PROHIBITED on school grounds, in school-owned vehicles being used for a school

purpose, or at a school- sponsored activity or athletic event. The District may use drug dogs or other detection devices in the enforcement of this policy.

That the following penalties be assessed for the offenses indicated when such offense occurs on school premises, at school-sponsored activities, or in a school- owned vehicle:

1. engaging in the unlawful selling or dispensing of a controlled substance, an imitation controlled substance or a counterfeit controlled substance, as defined in section 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in section 53-103, the penalty shall be expulsion for the remainder of the semester. (Copies of the above statutes are available upon request in the Principal's Office.)
2. engaging in the unlawful use or possession of a controlled substance, paraphernalia or an imitation controlled substance, or a counterfeit controlled substance or alcoholic liquor as defined in section 53-103, the penalty shall be ten days suspension and drug/alcohol evaluation and counseling before readmission for the first offense and expulsion for the remainder of the semester for the second offense.
3. being under the influence of a controlled substance or alcoholic liquor, ten days suspension and drug/alcohol evaluation and counseling before reentry for the first offense, expulsion for the remainder of the semester for the second offense.

For students involved in school activities: No participant in any Blair High School activity may be involved in the use of tobacco, in any form whatever, engaging in the unlawful possession, selling, dispensing, or use of illegal drugs; counterfeit controlled substance, imitation controlled substance, inhalant or alcoholic beverages.

## **Disciplinary Procedures**

There are seven types of disciplinary procedures in effect in School District No. 1 of Washington County, Nebraska and the Blair Community Schools.

ADMINISTRATIVE ACTIONS shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

Such actions may include counseling of student, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling, or restriction of extracurricular activity.

EMERGENCY EXCLUSION shall mean exclusion of a student from attendance in all schools within the system until the circumstances justifying the exclusion has been resolved.

SHORT-TERM SUSPENSION shall mean the exclusion of a student from attendance in all schools within the system for a period not exceeding five school days.

IN-SCHOOL SUSPENSION may also be authorized for a student subject to the infractions for which a short-term suspension is authorized. Specific rules for the In-School Suspension room have been established and will be given to students at the time this is assigned.

LONG-TERM SUSPENSION shall mean the exclusion of a student from attendance in all schools within the system in accordance with Nebraska Revised Statutes 79-267 to 79-292.

EXPULSION shall mean exclusion from attendance in all schools within the system in accordance with Nebraska Revised Statutes 79-267 – 79-292.

MANDATORY REASSIGNMENT shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action.

### **1. Administrative Actions**

Administrators or teachers may take actions regarding student behavior, other than emergency exclusion, short-term suspension, long-term suspension, expulsion or reassignment, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, requirements that a student remain in school after regular hours to do additional work, or requirements that a student receives counseling or restriction of extracurricular activity.

### **2. Emergency Exclusions**

A student may be excluded from school on an emergency basis on clear factual situation warranting exclusion or indicating that the student (a) has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community, or (b) if the student's conduct presents a clear threat to the physical safety of the student or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based:

- a. Less than five (5) days. If the exclusion is for five days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional

time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student, student's parents or guardian, describing the factual basis for the principal's action. The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

- b. Greater than five (5) days. If the exclusion is for longer than five (5) days, the hearing procedures specified in Board Policy shall be followed.

### **3. Short-Term Suspension**

The Principal may deny any student the right to attend or to take part in any school function for a period of up to five (5) days on the following grounds:

- a. Conduct constituting grounds for expulsion.
- b. Violation of school rules adopted by School Board pursuant to the Student Discipline Act. The student shall be given oral or written notice of the factual situation upon which the exclusion is based, and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student and his/her parent or guardian, describing the factual basis for the Principal's action. The Principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

### **4. In-School Suspension**

Guidelines for assignment to In-School Suspension are the same as those outlined in Number 3 above, Short-term Suspension. I.S.S. is considered by school officials as an alternative method of Short-Term Suspension and is given as determined necessary by the Principal.

Specific guidelines for I.S.S. are:

1. The number of days a student is assigned to the I.S.S. Room will be determined by the Principal.
2. Students may be assigned to I.S.S. for any offense which ordinarily would cause a student to be suspended from school on a short-term basis.
3. The I.S.S. room, a designated room in the building, will be supervised by an Arbor Park School staff member. This area will be isolated from all other students, and no one will be admitted to this area except for those faculty members in charge.
4. Students assigned to the I.S.S. room will receive credit for work accomplished.
5. Specific Information:
  - a. Students assigned to the I.S.S. room will arrive at the main office no later than the regular school start time. Students tardy will receive consequences appropriate to the behavior. Students will be dismissed by the supervising adult at the regular school dismissal time, unless otherwise arranged. Students may not leave until dismissed.
  - b. Students are to bring all materials with them - books, agenda, pencil, and pens.
  - c. Students are to remain in their seats at all times and work quietly.
  - d. Students are to raise their hand if they need to be heard.
  - e. Students are to use appropriate language and be polite at all times to the I.S.S. supervisor and other students.
  - f. Students are to complete all work first, then they may read or draw quietly. If the student does not have something to do, an assignment will be given to them.
  - g. Students are to sit in their chair and stay awake.
  - h. All four legs of the chair will remain on the floor at all times.
  - i. Any damage to school property will be repaired by the student or paid for by the student.
  - j. There will be a morning, lunch and afternoon restroom break.
  - k. Lunch will be eaten in the I.S.S. room. Students will be taken to the lunchroom ten minutes prior to the first regular lunch group. Visiting is not allowed during lunchtime. Food and drink are allowed only at lunchtime. No candy or gum is allowed.
  - l. If the student does not follow the above rules and/or procedures given by the Principal, additional days of In-School Suspension or Out-of School Suspension will be assigned.
6. Absence from school will not count as a day of I.S.S. (i.e. 3 days of I.S.S. equals 3 days served). This includes prearranged doctor and dentist appointments.
7. Generally speaking, a student will not be assigned to the I.S.S. Room more than twice for the same offense during a semester. Exceptions to this policy may be made by the Principal.
8. Students in I.S.S. are not eligible to participate in athletics or activities for that/those day(s).

### **5. Long-Term Suspension, Expulsion, Mandatory Reassignment**

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or event.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing or use of a controlled substance, or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02, or being under the influence of a controlled substance or alcoholic liquor;
7. Public Indecency as defined in section 28-806 except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2, 137;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

When the decision is made to discipline a student for a long term suspension, expulsion, or the mandatory reassignment, the Principal will make a reasonable effort to contact the parent/guardian and inform them of the situation which resulted in the discipline. The Principal will also inform the parent/guardian that the materials required by law will be mailed to their home via certified mail. A copy of the hearing request may be picked up at the school office and the process for initiating a hearing begins upon receipt of a signed request. The notice will include the rule or standard of conduct allegedly violated, the acts of the student which constitute cause of Long-Term Suspension, Expulsion, or Mandatory Reassignment, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony. The notice shall be accompanied by a form upon which the student and student's parent or guardian may request a hearing. The student, student's parent or guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage.

#### **Credit For School Work During Suspensions**

Students who violate any part of the Student Code of Conduct as set forth in the Arbor Park Intermediate School Parent/Student Handbook and receive a Short Term or Long Term Suspension for such violation may request the opportunity to receive credit for school work during the period of the suspension. Such requests must be made to the Principal by the student or parent at the beginning of the suspension or before the student returns to school from the suspension.

When a request for credit for school work during a Short Term or Long Term Suspension is made, school personnel will notify teachers and collect books and assignments. It will be the responsibility of the student or parent to pick up these materials from school.

All school work must be completed and turned in to the teacher within two school days upon the students return to school from the suspension or as agreed upon by the student, teacher and Principal in order to receive full credit for the work. Penalties for late work will apply (as with assignment or test) should work not be turned in within two days.

Students who violate any part of the Student Code of Conduct as set forth in the Arbor Park Intermediate School Handbook and receive an In School Suspension for such violation will receive full credit for school work during the period of the suspension when that work meets all the requirements and criteria set forth by the teacher. The work must be completed during the In School Suspension or must be turned in to the teacher by the regular due date. Students who are expelled from school receive grades of "F" for all classes taken at the time of the expulsion.

## **Drug Free Schools and Community Act of 1986**

Use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The District is required by the Drug Free Schools and Community Act of 1986, as amended to refer all instances of unlawful selling, use, possession or dispensing of a controlled substance or alcoholic liquor on school premises or at school sponsored activities for prosecution. In addition, the provisions of the code of conduct contained in this section provides for sanctions up to and including suspension, expulsion or mandatory reassignment. Drug and alcohol counseling, rehabilitation and reentry programs are available and the explanation or information of such programs may be obtained from the counseling office or school administration. When deemed necessary by the school Principal a requirement for reentry to school, following a suspension, may include drug and alcohol screening or rehabilitation completed at the student's expense.

## **Notification to Law Enforcement Authorities**

The Principal or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act of a student which is known or is suspected of being a violation of the Nebraska Criminal Code. Criminal citations may be issued to students for violations of Nebraska's Criminal Code.

# **Health Requirements**

## **Immunizations and Physical Records**

Students enrolling in Kindergarten, entering 7<sup>th</sup> grade, or students who enroll for the first time into any grade from another state must have a physical examination by a physician, physician assistant or an advanced practice registered nurse, within six (6) months prior to entrance into school, to satisfy Nebraska State requirements as outlined in §79-214 (3). A Sports Physical will not be accepted in place of the physical examination for this requirement. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and pertussis vaccine.

In addition, a visual examination by a physician, a physician assistant, an advanced practice nurse, or an optometrist is required within six months prior to entrance into school of a child in Kindergarten, and students who transfer into any grade from another state. For more information about the vision requirement, including the availability of resources for low-income families, please contact the school nurse in your child's school.

Physical exam and vision exam forms, as well as waiver forms, are available in each school office or online at [www.blairschools.org](http://www.blairschools.org).

## **Immunization Records**

As of February 7, 2004, and prior to enrollment, students are required to be immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis B, and varicella. School records must show the month and year of each immunization for diphtheria, tetanus, pertussis, polio, hepatitis B, and varicella; month, day and year of each immunization for measles, mumps and rubella before students enter school.

Minimum requirements for school entrance:

1. MMR (Measles-Mumps-Rubella or MMRV): Need 2 injections, with the first dose given on or after the first birthday and the 2 doses separated by at least one month.
2. DTap, DTP, DT or Td (Diphtheria-Tetanus-Pertussis): need 3 doses, with one dose given on or after the 4th birthday. 7<sup>th</sup> grade only: 1 dose of Tdap (must contain pertussis booster); this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.
3. Polio Vaccine: need 3 doses.
4. Hepatitis B (Hep B): need 3 doses of pediatric Hep B vaccine or if alternate Hep B vaccine used, then 2 doses of adult vaccine specified for adolescents 11-15 years of age.
5. Varicella: 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

These are the minimum requirements for school entrance. Additional doses (boosters of DPT/Td and polio) are recommended but are not required by the state. Students not in compliance will not be permitted to enter school. Only the following exceptions apply:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by the parent or legal guardian and notarized.
3. Student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible substantiated by a signed statement from a physician.
4. Documented history of varicella disease from a parent or health care provider with year of infection constitutes evidence of immunity to varicella.

**Communicable and Contagious Diseases**

Children showing any signs or symptoms of a contagious or infectious disease will be evaluated by a school nurse and upon consultation with a parent/guardian, may be sent home. If a child has an illness that keeps him/her out of school for more than three days, the child should be under the care of a physician. The chart below outlines common childhood illnesses and diseases. For further information, please contact your child's building nurse or family physician.

<b>Disease</b>	<b>Usual Incubation Period</b>	<b>Minimum Period of Exclusion</b>
Meningitis	2-10 days	Exclude for duration of illness.; return with documented physician approval.
Strep Infection, Strep Throat, Scarletina, Scarlet Fever	1-3 days	Exclude until fever-free and under treatment for 24 hours.
Chicken Pox	2-3 weeks	At least 5 days after the first eruption appears or until vesicles become dry.
German Measles	14-21 days for no less than 4 days	Exclude for duration of illness and after onset of rash.
Measles	10-14 days	Exclude for duration of illness and for no less than 4 days onset of rash.
Mumps	2-3 weeks	Exclude until swelling has subsided.
Fifth Disease	6-14 days	Exclude until fever and malaise are gone. May return with rash with documented physicians approval.
Impetigo 4-10 days	Exclude until brought under	Treatment as documented by doctor.
Scabies	Infection caused by mites. Lesions symptomatic after 4-6 weeks.	Exclude until the day after treatment is started.
Pediculosis (Lice)	Eggs hatch 1 week; mature in 2-3 weeks	Exclude until after appropriate treatment is started (and no live lice are found).
Conjunctivitis (Pink Eye)	24-72 hours	Exclude while symptomatic. May return when eye appears normal or with documented physician approval.
Pertussis (Whooping Cough)	7 days	Exclude until physician approves return with written documentation.

Enterobiasis (Pinworm)	Life cycle about 3-6 weeks.	Exclude until treated as documented by physician.
Hepatitis A	15-50 days	Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval.
Influenza	24-72 hours	Exclude for duration of illness.
Diphtheria	2-5 days	Return with documentation.

### Medication at School

For the safety of all students, the following regulations will be enforced for medication at school:

- **All Medications:**
  - All medications brought to school, whether prescription or over-the-counter, must have a medication permit form filled out and signed by the parent or guardian. These are available in each school office or online at the Blair Schools website. All medications, whether over-the-counter or prescription, must be kept in the nurse's office. Medications brought to school in containers other than the original prescription or commercial container, or without a proper medication permit, will not be administered to the student at school. Such medication will be returned home at the end of the day and the parent will be notified.
- **Prescription Medication**
  - Prescription medication should be transported to and from school by the parent/guardian. In all cases, such medication is to be brought directly to the office for the principal or nurse to document and secure.
  - All prescription medication must be in the prescription bottle and properly labeled by the pharmacy with the student's name and directions for administration.
  - Medications brought to school are limited to a 30-day supply or 30 pills only.
  - Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician, or an updated prescription bottle that is properly labeled by the pharmacy with the student's name and directions for administration, is needed to change the dose given.
- **Over-the-Counter Medication (OTC)**
  - OTC medication such as acetaminophen, ibuprofen, or other OTC medications for minor health issues may be brought to school for student use, but must be brought directly to the office for the principal or nurse to document and secure.
  - OTC medications must be in the commercial container. OTC medication sent to school as individual loose doses/pills or in baggies, envelopes, or other containers not original to the OTC medication will not be given to the student.
  - Expired OTC medication will not be given, and will be sent home.
- **Stock Medication**
  - Schools do not provide any type of medication to students. Each student must provide their own medication per Medication at School regulations.
- **Asthma or Anaphylaxis Medications and Diabetes:**
  - In 2006, the State of Nebraska passed legislation providing for student possession and self-administration of prescription asthma or anaphylaxis medication, and for student self-management of diabetes at school and school-related activities. The school district has developed procedures and forms to implement the self-management plans, and these are available through the Director of Student Services office. Please contact your child's building nurse or principal for more information.

# High-Ability Learner Program

According to the Nebraska Revised Statute §79- 1107 (3), a high-ability learner is a student “who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields, and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully.” At this time, the Blair Community Schools identifies learners with high ability as students who show evidence of high performance ability in intellectual and academic areas. Initial screening of all students takes place during 3<sup>rd</sup> grade and continues yearly through the 8<sup>th</sup> grade. Instruments that may be used to identify high-ability students in our district are outlined below.

## Nomination for the High Ability Learner Program

The Blair Community Schools recognizes five different paths for nomination of a student for further review of criteria and for potential identification for the high-ability program:

- Scholastic aptitude measures;
- Standardized achievement tests;
- School achievement records;
- Teacher nomination;
- Participation in a gifted program in another school district.

## Identification for the High Ability Learner Program

The Blair Community Schools utilizes the following multiple criteria for identification of intellectually and academically gifted high-ability learners. Nominated students must meet three of the following four criteria to be officially identified:

- 1. Norm Referenced Standardized Achievement Test:**
  - a. On a group achievement test, score at or above the 95<sup>th</sup> percentile in Math and at or above the 95<sup>th</sup> percentile in either Reading or Language Usage using NWEA MAP testing given in grades 3 – 8.
- 2. Ability Measure:**
  - a. On the ability measurement OLSAT-8, administered independently or in small groups by the HAL Coordinator in grades 3 - 8, achieve a score at the 98<sup>th</sup> percentile in one of the primary areas or achieve scores at the 96<sup>th</sup> percentile or above in two of the primary areas (verbal, nonverbal, composite).
  - b. On the group ability measurement CogAT (Cognitive Abilities Test) administered at the 3<sup>rd</sup> grade (prior to 2015-16), achieve a score at the 98<sup>th</sup> percentile in one of the primary areas (verbal, nonverbal, quantitative, composite) or achieve scores at the 96<sup>th</sup> percentile in two of the primary areas (verbal, nonverbal, quantitative, composite).
  - c. If an Ability Measure score is not available for a potential candidate, parents have the option to hire a professional, certified psychologist who can administer the Wechsler Intelligence Scale for Children (WISC-IV). A score of Superior or Very Superior would qualify as meeting this criteria requirement. Parents are responsible for all costs associated with this test.
- 3. Academic Performance:**
  - a. Grades 6-8:
    - i. Consistent high past performance as demonstrated by report card grades with a Cumulative GPA of 4.0. Consistent high past performance is defined as the 4.0 GPA being maintained for two (2) consecutive semesters; OR...

- b. Grades 3-8:
  - i. Achieve a score at or above the 90<sup>th</sup> percentile on two of three categories of the SAGES2 Screening Assessment for Gifted and Middle School Students.
- 4. **Gifted Behavioral Characteristics Rating:**
  - a. Achieve scores at or above the 90<sup>th</sup> percentile on the SIGS (Scales for Identifying Gifted Students Ages 5 through 18) in all core areas completed by teachers; OR...
  - b. Achieve scores at or above the 90<sup>th</sup> percentile on the Renzulli "Scale for Rating the Behavioral Characteristics of Superior Students" completed by teachers.

## **School Bus Service**

An application for transportation is available on the Blair Community Schools website, or from any school office, the Administrative office or the transportation director. This form must be completed and turned in by the parent before receiving bus service. For safety reasons and/or to prevent excessive time in picking up students, children riding the bus are required to travel from where the pupil resides to a designated pick-up point. Bus drivers do not have the authority to transport unauthorized riders or to make route deviations. In cases of emergency, please contact the Transportation Department at 402-426-4509.

### **Safety Rules**

Bus riders should:

1. Follow the directions of the bus driver the first time they are given.
2. Keep hands, feet, and all body parts to themselves and not extend any body part through the windows.
3. Use an indoor voice, use language that is not offensive or inappropriate to others.
4. Remain quiet when the bus is stopped at a railroad crossing.
5. Sit down and sit back in the bus seat while the bus is in motion.
6. Treat school equipment with respect.
7. Always cross in front of the bus and when crossing a traffic lane, students should wait for the driver's "all clear" signal before they proceed.
8. Keep the bus clean at all times and keep all items out of the aisle.
9. Please do not bring items on the bus that could potentially cause a riding safety concern. Call the transportation office with questions and for approval.
10. Follow all school rules as listed in the student handbook, riding the bus is considered part of the school day.

### **Disciplinary Procedures**

The riding privilege of a student may be suspended/revoked for violation of the safety rules or for conduct which is detrimental to the safe operation of the school bus. Violations will be documented and the student may face disciplinary action. Students may lose riding privileges on the first offense for extreme violations. Multiple violations will result in loss of riding privileges.

### **Snow Route Information**

When conditions make driving hazardous, information about snow routes will be broadcast prior to 6:30 a.m. by the school messaging service, on KMTV (3), WOWT (6), KETV (7), Fox 42, and KFAB, KBLR and KHUB radio.

## School Lunch Program

All Blair Community Schools offer breakfast and lunch to every child every school day. The school breakfast and lunch menus are published monthly. The menus may be found on the district website under the departments drop down in the food services section.

The school district uses a point of sale system to track student purchases, prepayments and account balances. Each student is assigned a unique number, which is required at the time of purchase. Parents are encouraged to prepay to their student's account. Seconds are available for a cost and will be charged to the student's account.

Checks, cash, or online payment may be used to purchase meals. Parents may receive emails from the district if their students' lunch account is negative. Parents are encouraged to create a free online food service account. This free account will enable parents to track food services purchases, set up low balance email alerts, and for a fee, put money on their respective student's account. This account is called mySchoolBucks. For more information, please go to [www.myschoolbucks.com](http://www.myschoolbucks.com).

School Lunch applications for free or reduced price meals are distributed to each household before the beginning of the school year, are available at the school office, and can be downloaded from the school website. These application forms must be completed annually and should be returned to ~~Leon D. Haith, Director of District Services;~~ **Tom Shearer, Director of Business**, Blair Community Schools, P.O. Box 288, Blair, NE 68008. Households will be notified of their eligibility in writing or verbally. Carryover of previous year's eligibility is for up to 30 days into the current school year or until a new eligibility determination is made.

If you have any questions or concerns about the Food Service Program, please contact **Tom Shearer, Director of Business Services**, at 402-426-2610 or email at [tom.shearer@blairschools.org](mailto:tom.shearer@blairschools.org).

### **Nondiscrimination Statement – Federal School Lunch Program**

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

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

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

Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

- Fax: (202) 690-7442; or...
- Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Meal Charge Policy**

Per Board of Education policy 802.05-Free or Reduced Cost Meals Eligibility and Meal Charges, the District shall establish and communicate guidelines for meal charges. The purpose of these guidelines is to establish consistent meal account procedures and to alleviate the financial burden that unpaid meal charges place on the District.

### **District Contact Person**

The contact person for questions relating to free or reduced meal eligibility and other questions or concerns regarding student meal accounts, meal charges, or negative accounts is:

Leon Haith, Director of Student Services  
[leon-haith@blairschools.org](mailto:leon-haith@blairschools.org)  
 Tom Shearer, Director of Business  
[tom.shearer@blairschools.org](mailto:tom.shearer@blairschools.org)  
 402-426-2610

### **Student Account**

Blair Community Schools will establish for each school student a school food service account so that all students can receive a breakfast and/or lunch which meets the criteria for a USDA reimbursable meal.

### **Free and Reduced Applications**

At the beginning of each school year, parents are encouraged to complete an application before their children can be approved for free and/or reduced price meal benefits. Students are permitted to use the previous year's eligibility for the first thirty (30) days of a new school year. Students who have been Directly Certified by the Department of Social Services are not required to complete an application. The Parent/Legal Guardians of Directly Certified students will receive a Notification Letter from the School District Office. If charges occur before the meal application is approved then charges must be paid as accrued.

### **Parent Responsibility**

Families who do not qualify for subsidized meals are responsible for providing either a meal or the money to pay for a meal for their student. Although the Board permits a student to have a school food service account, parents are responsible for all student meal expenses. The District is aware that unforeseen circumstances do arise which makes it difficult to pay for school meals. Under these circumstances, please contact the building principal or the district contact person to make alternative arrangements. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through [www.myschoolbucks.com](http://www.myschoolbucks.com) online system. This system can be used to confirm payments have been received, make payments, monitor daily account activity, and has the ability to automatically send out balances alerts to parents as their students draw down from their accounts. To register, go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **Prepayment of School Meal Accounts**

At the start of each school year, parents will be encouraged to deposit money into a student account so that adequate funds are readily available to purchase meals. Payments may be made by signing up for a My School Bucks account at [www.myschoolbucks.com](http://www.myschoolbucks.com), or by sending checks, and cash to the school servery for deposit in their student's account. Please include the student's name and ID number on the check, or place cash in a sealed envelope with this information written on it. Checks should be made payable to Blair Community Schools.

### **Guidelines and Notification Process for Meal Charges**

1. It is the expectation of the District that the parent is responsible for full payment if their child purchases a breakfast or lunch meal or makes other food purchases that result in a debt transaction to the student's account.
2. When the initial debt transaction occurs, the student will be notified to inform the parent that a debt transaction has occurred for which the parent will be responsible for payment. Students with a negative account balance will be served a courtesy meal until the account is paid in full. A courtesy meal is defined as the basic meal offering of the day meeting the federal requirements for a reimbursable meal.
3. School staff will prohibit students from charging seconds or a la carte items if they do not have cash in hand or their account has a negative balance.
4. Upon reaching \$25.00 of debt transactions, the principal or designee will contact parent by phone informing them of the debt. The student will be served additional courtesy meals until the debt balance reaches \$50.00. Thereafter, if a student does not have cash in hand or their account has a negative balance, a meal will not be provided.
5. After the initial notification by the principal or designee, the Director of Student Services or designee will notify all parents of students with a negative account balances.

6. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from seconds or a la carte purchases.
7. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in the free or reduced meal program, the district will use available resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students or adequate funds to purchase a meal may require mandatory reporting to child protection agencies as required by law.

#### **Collection of Delinquent Meal Charge Debt**

The District is required to make reasonable efforts to collect unpaid meal charges. Parents will be held responsible for all debt balances on the child's school food service account. The Board expects that parents will pay for their child's meals on a pay-as-you-go basis and rectify any outstanding balances when notified. The District will contact households regarding negative meal charges, the availability of the free and reduced meal program, and/or establish payment plans and due dates by telephone, email, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. All positive and negative balances remaining at the end of a school year will be carried into the following school year. Collection efforts may continue into a new school year. The District may restrict participation in non-instructional activities such as graduation ceremonies, school dances, athletics, and other non-instructional activities for students with delinquent meal charge debt.

## **School Safety Information**

### **Safe Schools Alert**

Blair Community Schools is now using SafeSchools Alert, an anonymous tip reporting system that allows students, staff, and parents to submit safety concerns via telephone, text, email, or web link directly to our administration. You and your child can easily report tips on bullying, harassment, drugs, vandalism, threats, or any safety issue you are concerned about through SafeSchools Alert. Every tip SafeSchools Alert receives about our district is immediately logged with notifications sent directly to administration for investigation and follow-up. An information banner, with reporting links, is located on the district's main web page and each building's web page.

### **Safe School Plans & Drills**

Drills and plans will be reviewed and conducted periodically during the school year to prepare staff and students for emergency situations.

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions.

The fire alarm, which is a pulsating bell from the fire alarm system, is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When you are out of the building, you should stand at least 100 feet from it. The school bell will ring to signal your return to the building.

When a weather emergency is present, the building principal will make such announcements as are necessary to protect the welfare of students under his/ her care, to include making announcements that would otherwise be prohibited by this policy.

A tornado drill will be announced on the school intercom with a pulsating horn. Again, quiet, quick, and orderly exit to designated tornado shelter is a must during a drill. An announcement on the intercom will return students to class following the drill.

Any student purposefully vandalizing or inappropriately manipulating those mechanisms will be disciplined and/or referred to the local law enforcement agencies.

### **Safe School Plans & Standard Response Protocol (SRP)**

Blair Community Schools is expanding safety procedures and programming to include Standard Response Protocol (SRP). SRP is a protocol widely accepted and used across the state and region that addresses a spectrum of scenarios that are planned for and trained on by students, teachers, staff, and administration including weather events, fire, accidents, community events, intruders, and other threats to student safety. SRP is based on these four actions: **Lockout, Lockdown, Evacuate, and Shelter**. Staff and students will be training on SRP throughout the school year. An informational sheet with more detail can be found at the end of the handbook on pg. 30.

# Student Fees Policy

## Grades 3-5 Student Fee Schedule 2020-21 School Year

Under the Public Elementary and Secondary Student Fee Authorization Act, Blair Community Schools is required to set forth its guidelines for specific categories of student fees. The District does so by adopting the following fee schedule in accordance with policy 504.20-Student Fees. This fee schedule is subject to further interpretation or guidance by administrative or Board regulations, which may be updated from time to time.

### 1. Fees for Non-specialized Attire Required for Specified 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, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive material hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### 2. Fees for Personal and Consumable Items

Students are responsible for fees and costs associated with any personal and consumable items required for participation in extracurricular activities or for school courses.

- a. Extracurricular Activities:
  - i. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities. Such items include, but are not limited to specialized and non-specialized clothing, shoes, and equipment for the student's personal use in each individual activity they are involved in.
- b. School Courses
  - i. General School Course Materials: Students are required to furnish supplies needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, and other common personal or consumable items. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
  - ii. Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.

- iii. **Materials Required for School Courses:** Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required to reimburse the District for the reasonable value of the materials used in the project.
  1. 5th Grade Colonial Projects - not to exceed \$5
  2. Science experiments - not to exceed \$5.00
- iv. **Field Trips and Specialized Items Required for School Courses:** Students may be required to pay for field trips or provide specialized items for school courses. Such field trips and specialized items must have prior approval of the principal. Fees required for field trips or specialized items for school courses are subject to the District's Fee Waiver Policy (Section 10).
  1. Field Trips:
    - a. 3rd Grade: Day on the Farm (not to exceed \$15.00)
    - b. 4th Grade: State Capitol/Morrill Hall & Symphony (not to exceed \$15.00)
    - c. 5th Grade: DeSoto Bend (not to exceed \$15.00)
- v. **Music Course Materials:** Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 10). The District is not required to provide for the use of a particular type of musical instrument for any student.
  1. Instrument rental fee of \$60.00 for those using a school instrument.

### **3. Fees for Extra-Curricular Activities**

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. Students have the responsibility to pay for fees required for participation and to pay for specialized equipment or attire for extra curricular activities or to pay a reasonable usage cost for such items. Fees required for participation or for specialized equipment or attire are subject to the Fee Waiver Policy (Section 10). The costs for attending local, regional, state, or national workshops or conventions are the responsibility of the student and/or organization and not subject to the Fee Waiver Policy. Admission fees are charged for entrance to extracurricular activities and are the responsibility of the student and not subject to the Fee Waiver Policy.

### **4. Fees Required for Postsecondary Education Costs**

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

### **5. Fees Required for 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.

### **6. Fees for Copies of Student Files or Records**

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.

- a. \$.10 per sheet.

### **7. Fees Required for Participation in Before and After School Programs or Pre-kindergarten Services**

Students are responsible for fees required for participation in pre-kindergarten services offered by the District except to the extent such services are required to be provided without cost. The Before and After School program offered by the Blair Community Schools Foundation is an optional service not operated by the school district and any charges or fees for this program are the responsibility of the student.

### **8. Fees Required for Participation in Summer School, Correspondence or Online Courses, or Sports Clinics**

Students are responsible for fees required for participation in summer school, sports clinics, fees for online or correspondence courses, or other fees not required by law or regulation for instruction.

- a. Summer sports clinics (not to exceed \$60.00 for each clinic).
- b. Summer courses (not to exceed \$200.00 for each course)

## 9. Fees Required for Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store," concession stand, a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

- a. Breakfast: \$2.10 per day
- b. Lunch: \$2.90 per day
- c. Extra milk: \$.55 each
- d. Extra menu items: Separate from the lunch program and priced individually.

## 10. 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-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) field trips and specialized items required for school courses, (2) required fees for participation and specialized equipment or attire in extracurricular activities, and (3) use of a musical instrument in optional music courses and musical extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for a waiver of fees for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

# Technology

The Blair Community Schools recognize the fact that the use of electronic technology for communicating, transmitting, storing, retrieving, and manipulating data is an integral part of the educational process. It is also important that students learn to use technology lawfully and responsibly.

Students are prohibited from and subject to the disciplinary actions for the following:

- The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
- Use of technology for solicitation or proselytization for commercial, religious, political, personal or any other non-education activity.
- Use of technology, which violates local, state, or federal law. This includes attempts to gain unauthorized access, from within or outside the district, to proprietary computer systems including, but not limited to, network file servers.
- Introduction, transmission or creation of any computer "virus" using school district computing hardware.
- Installing any licensed or unlicensed software on any school owned computer without specific authorization from the principal.
- The unauthorized use of pictures or videos of students or staff taken at school, school activities, or on school property, with school owned or personal photography or video devices.

District electronic technology, including computer hardware and software, is to be used for educational purposes only and any information carried or contained on district equipment is subject to audit and review by district personnel. All computer programs, data files, and/or software creations and social networking sites and resources of any description, which reside on district computers, personal devices, and/or storage media, are subject to this review.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## Bring Your Own Device (BYOD)

Student/Parent Guidelines for use of Privately Owned Electronic Device

Blair Community Schools will allow students to use privately owned electronic devices to access the wireless network. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the BCS Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to BCS guidelines. If a privately owned device is used by a student to disrupt the educational environment, that student's privileges may be limited or revoked. Answers to frequently asked questions concerning BYOD are available.

1. Students may use a privately owned electronic "internet ready" device on the BCS wireless network with teacher or administrator permission.

2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the internet using any external Internet service.
4. No privately owned electronic device may be connected to the BCS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of earbuds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No BCS owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, BCS is not responsible for any financial or data loss.
12. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the BCS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy as well as by local, state and/or federal law.
13. BCS personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. BCS reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school computer.

## **Sexting Procedures**

If it is discovered that a student has, or that an administrator has reasonable suspicion that a student has, indecent material, nudity, sext messages, or similar material on his/her cell phone, tablet, computer, or other electronic device, school administration will notify the School Resource Officer or his/her designee. Police may conduct an investigation. Consequences from the district will be based on the findings of the investigation.

## **Social Media Guidelines for Students**

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or future employer to see. Make sure what you post promotes a positive image to the world.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birth dates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.
4. Linking to other Websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyberbullying is not tolerated. What constitutes cyberbullying, the actions you should take to document cyberbullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the student handbook.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

## Title IX

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances.

A grievance hereunder, is a claim by a student, faculty member, or staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, except legal holidays.
2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant, if the grievant feels that sex discrimination or discrimination on the basis of a disability has occurred in this school district
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the grievance within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

### **Procedures:**

- Level I      A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal, or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.
- Level II      In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of disability. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.
- Level III      In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the school superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

Level IV            In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of disability in the case submitted.

The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

***Break the Code of Silence***  
*For 24 Hour Anonymous Reporting*

***Blair Area Crime Stoppers***

Text Message: C-R-I-M-E-S (274-637)      Use the keyword: CRIMETIPS  
Click the Crime Stoppers logo at [www.blairpolice.org](http://www.blairpolice.org) to submit a tip online

***Nebraska Crime Stoppers*** 1-800-422-1494  
[www.nebraskacrimestoppers.com](http://www.nebraskacrimestoppers.com)

Blair Community Schools

# Report it!



SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

## REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

## 4 EASY WAYS

 <http://1641.alert1.us>

 [1641@alert1.us](mailto:1641@alert1.us)

 712.227.5375

 Text your tips  
to 712.227.5375



In emergencies, always call 911. All tips submitted to our SafeSchools Alert system are taken seriously and will be acted upon. Please be responsible with your submissions.



# STANDARD™ RESPONSE PROTOCOL

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://loveguys.org>

## LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.



### STUDENTS:

- Return to inside of building
- Do business as usual

### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



### STUDENTS:

- Move away from sight
- Maintain silence

### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



### SAMPLE HAZARDS:

- Tornado
- Hazmat

### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

### STUDENTS:

- Appropriate hazards and safety strategies

### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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**ARBOR PARK STUDENT/PARENT HANDBOOK -- AVAILABLE ONLINE**

The 2020-21 3rd-5th Student/Parent Handbook of Blair Community Schools is available on the Internet. Please go to Arbor Park School webpage at [www.blairschools.org/ap](http://www.blairschools.org/ap) and click the "Handbook" icon. The availability of the Handbook on the Internet allows students and parents easy access to the document and to quickly find answers to questions. This option also allows the school district to save on the cost of printing and disseminating hard copies.

Please complete and return this form by **Monday, August 24, 2020.**

- Thank you for providing the 2020-21 3rd-5th Student/Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.**
- I prefer a paper copy of the 2020-21 3rd-5th Student/Parent Handbook.**

**RECEIPT OF THE 2020-21 3rd-5th STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2020-21 3rd-5th Student/Parent Handbook of Blair Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Blair Community 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 the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**MEDIA RELEASE**

In accordance with Board of Education policies, student names, photographs, and other work (ex: artwork, writings, etc.) may be released to news media outlets, used in school publications, or placed on district websites. The District understands that some parents may not wish for names, photographs, and other work to be released to the media, used in school publications, and placed on district websites. Please indicate your choice by checking the box below, sign, and return to the school office.

- My child's name, photograph, and other work **CAN BE RELEASED** to news media, placed in school publications, or used on school web pages.
- DO NOT ALLOW** my child's name, photograph, and other work to be released to news media, placed in school publications, or used on school web pages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*Typical school publications might include: yearbook, school web page, monthly newsletter, or annual report.  
Typical news media outlets may include local newspaper, regional newspaper, or regional television stations.\*\*

**9-12 STUDENT/PARENT HANDBOOK -- AVAILABLE ONLINE**

The 2020-21 9-12 Student/Parent Handbook of Blair Community Schools is available on the Internet. Please go to the high school webpage at www.blairschools.org and click the "Handbook" icon. The availability of the Handbook on the Internet allows students and parents easy access to the document and to quickly find answers to questions. This option also allows the school district to save on the cost of printing and disseminating hard copies.

Please complete and return this form by ~~Friday, August 16, 2019~~ **21,2020**.

- Thank you for providing the 2019-20 9-12 Student/Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.**
- I prefer a paper copy of the 2019-20 9-12 Student/Parent Handbook.**

**RECEIPT OF THE ~~2019-20~~ 2020-21 9-12 STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the ~~2019-20~~ 2020-21 9-12 Student/Parent Handbook of Blair Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Blair Community 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 the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**MEDIA RELEASE**

In accordance with Board of Education polices student names, photographs, and other work (ex: artwork, writings, etc.) may be released to news media outlets, used in school publications, or placed on district web sites. The District understands that some parents may not wish for names, photographs, and other work to be released to the media, used in school publications, and placed on district web sites. Please indicate you choice by checking the box below, sign, and return to the school office.

- My child's name, photograph, and other work **CAN BE RELEASED** to news media, placed in school publications, or used on school web pages.
- DO NOT ALLOW** my child's name, photograph, and other work to be released to news media, placed in school publications, or used on school web pages.

---

Signature

Date

\*\*Typical school publications might include: yearbook, school web page, monthly newsletter, or annual report. Typical news media outlets may include local newspaper, regional newspaper, or regional television stations.

TO THE STUDENTS:

Welcome to the ~~2019-2020~~ 2020-21 school year at Blair High School. The faculty and I are excited for this new school year, which will be filled with memories that will last a lifetime. Let's all work together to make those memories positive and rewarding.

Blair High School is one of the finest high schools in the state of Nebraska and in the United States. This has not happened by accident, but has been the combined efforts of the dedicated staff, the community, the school board, and most important of all, an outstanding student body.

Over the past years, our students have excelled in almost every area of our school program. Blair has a strong tradition of excellence in the fine arts, athletics, activities, and most importantly, academics. You are now a part of this fine institution, and I encourage you to become active in co-curricular activities. By your continued hard work and pride in Blair High School, the traditions of excellence in education, both in academics and activities, will be the rule and not the exception.

All students have the right to learn in the best possible learning atmosphere available. At Blair High School, this is the goal we aim for everyday. In order to provide the best school climate possible, certain rules and regulations are necessary. You will find the rules and regulations are reasonable, fair, and for the benefit of all students. Blair High School is committed to providing every student the opportunity to reach his or her potential.

Success and achievement will only be possible if you choose to live a healthy life style. In order for success to occur, one must be dedicated and disciplined. In order to achieve academic and personal goals, one must be committed to living a healthy lifestyle and refusing negative influences placed on youth today. The staff at Blair High School has committed itself to promoting a "Drug Free Lifestyle" for the youth of our school and community. I challenge you to be part of this lifestyle.

We are proud of our past, but excited about our future. The future is in you. Be excited and become involved here at Blair High School. It is my sincere hope that you will be successful at Blair High School, both academically and in activities.

Sincerely,

**Tammy Holcomb**  
Principal

## **GOALS AND OBJECTIVES OF THE BOARD**

We believe that the Board of Education is responsible to the people and therefore should attempt to reflect the opinion of the community; however, school board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the board will not be realized at once, but will set the course of education for future years. The Board of Education supports those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.

## **BLAIR COMMUNITY SCHOOLS MISSION STATEMENT**

The Blair Community Schools ...Where All Students Learn

### **We believe the following:**

- Each child is unique with special talents.
- Human diversity is recognized and respected.
- Each student will achieve proficiency of essential content and skills.
- Change is necessary for continued growth.
- Efficient and effective use of technology will improve student learning.
- Frequent and varied assessments are essential for effective education.
- A supportive environment nurtures, challenges and encourages students to reach their full potential.
- A safe and secure environment, including mutual respect and self-discipline, is essential for student learning.
- A partnership with the community, home, school, and student is necessary for student success.
- Thinking and problem solving skills are essential for student learning.

Pursuant to this basic belief, the Board of Education holds (1) that each person shall be accepted into the educational program as he/she is; and (2) to the degree possible that this community can provide the resources and opportunities for challenging each person within the limits of his/her own capacity to develop.

Blair High School is classified as a "B" school by the Nebraska School Activities Association and is a member of the Eastern Midlands Conference. Additionally, Blair is a member of, and accredited by, the AdvancEd of Colleges and Secondary Schools, as well as the Nebraska State Department of Education.

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**School Calendar 2019-2020**

<b><u>First Semester</u></b>		<b><u>Second Semester</u></b>	
Aug. 6-9	Teacher Inservice	Jan. 3	Teacher Inservice
Aug. 12	Begin Semester 1	Jan. 6	Begin Semester 2
Sept. 2	No School	Feb. 12	Early Dismissal
Sept. 18	Early Dismissal	Feb. 12-13	Parent-Teacher Conf.
Sept. 18-19	Parent-Teacher Conf.	Feb. 14	No School
Sept. 20	No School	Mar. 9-13	No School
Oct. 15	End Quarter 1	March 16	Teacher Inservice
Oct. 18	Begin Quarter 2	Mar. 20	End of 3 <sup>rd</sup> Quarter
Oct. 25	Teacher Inservice	April 10	No School
Nov. 20-22	No School	April 13	No School
Dec. 20	End Semester 1	May 17	Graduation
Dec. 23-31	No School	May 20	End Semester 2
Jan. 1-2	No School	May 21	Teacher Inservice

**Crime Stoppers**

Break the Code of Silence!  
For 24 Hour ANNONYMOUS Reporting

Blair Area Crime Stoppers  
Text Messaging C-R-I-M-E-S (274-637)  
Use the Key Work CRIMETIPS

or

Click the Crime Stoppers logo at [www.blairpolice.org](http://www.blairpolice.org) to submit a tip online  
Nebraska Crime Stoppers, Inc.  
1-800-422-1494  
[www.nebraskacrimestoppers.com](http://www.nebraskacrimestoppers.com)

## **GENERAL STUDENT INFORMATION**

### **PARENT/GUARDIAN**

Wherever “Parent” or “guardian” appears in the Student/Parent Handbook, it shall mean biological parent, adoptive parent or legal guardian.

### **ABSENCE**

The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session until the age of 18; unless the child has a notarized form signed by their parents concurring with the decision to cease attendance in school. Pupils who must be out due to reasons of health or family emergency may be returned to school on a written statement from parents or guardian to the attendance office.

### **ABSENCE - PARENTS**

Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of your school record. Please call the school office (426-4941) before 9:00 a.m. if your child is absent. It is very important that your child does not abuse our attendance policy. If your child must be out of school because of a reason other than health or family emergency, please call the office prior to the absence to arrange permission and a make-up work schedule. If a student is absent for more than 3 days in a row the school nurse may make a home visitation to inquire concerning the nature of the absence.

### **AVAILABILITY OF STUDENT/PARENT HANDBOOK ONLINE AND HANDBOOK RECEIPT FORM**

All grade levels will offer the option of receiving the Student/Parent Handbook online via respective building web pages. This option will allow the district to use technology to offer the handbook to students and parents, thus saving in printing and dissemination costs. The Handbook Receipt is at the front of this booklet.

### **EXCUSED ABSENCES**

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments which of necessity cannot be otherwise arranged, and other non-anticipated emergency absences. If you know you are going to be absent for the day, make arrangements for your schoolwork prior to the absence by securing a pre-excused absence (Blue Slip).

### **UNEXCUSED ABSENCES**

On absences marked as unexcused, credit may not be given for work made up. Students should be aware of the fact that an excuse from home does not necessarily mean an excused absence will be given. The school retains the right to make final determination on the status of any absence.

### **ABSENCE - SCHOOL ACTIVITY**

If a student is absent from school because of a school activity (band trip, athletic event, field trip, etc.), the student does not need a parent note to be readmitted to school. The student is responsible to each individual teacher to make up all work that is missed. Every effort should be made to complete all make-up work prior to an absence due to a school activity. Absences for school activities do not count toward a student’s absence record as part of the attendance policy.

### **ADMITS TO CLASS**

Students who have been absent from school must bring a note to school upon returning from an absence, signed by a parent or guardian, stating the reason for the student’s absence. These notes are to be turned in to the main office prior to the student’s going to their first period class. Students who do not turn in a note will be considered truant. The Assistant Principal will contact these students and notify them that, should a note not be turned in within one day, make-up time will be assigned. The responsibility for turning in notes rests with the student. Forged or fraudulent notes will be considered as truancy from school and discipline administered in a like manner. Each day an absence list will be distributed to all teachers indicating those students who have been absent from school the previous day. Questions concerning class absences should be directed to the Assistant Principal in charge of attendance.

## **APPOINTMENTS DURING SCHOOL HOURS**

When possible, all appointments such as dental, doctor, or orthodontist, should be made after school hours. If an appointment occurs during school hours, students should bring a statement from the professional's office verifying the appointment. Any student who attempts to deceive the office staff by means of a forged note or a fraudulent phone call will be subject to disciplinary action.

## **ATTENDANCE POLICY FOR HIGH SCHOOL STUDENTS**

1. All students will be allowed a maximum of 5 absences from any particular class per semester. By School Board Policy, all students must be in compliance with 79-201 of Nebraska School Law. The county attorney, as well as the parent, may be notified when the student is absent in excess of three unexcused days per semester to review services available to encourage better attendance. The county attorney, as well as the parents, may be notified when the student is absent in excess of 20 days for the year. Parents or legal guardians will be notified of class absences on the following schedule:

- 4 - 1st notification
- 5 - 2nd notification
- 6 - loss of credit

The use of Saturday School for recovery of attendance shall be assigned a maximum of three (3) times for any combination of absences after the fifth absence. After three (3) Saturday Schools, and the lack of doctor's notes, denial of credit will begin.

2. Absences from class for school-related reasons such as participation in school-sponsored athletic events, field trips, career days, college visitations and special educational programs will not be counted against a student's record of absences from class. A student who has accumulated a total of 3 or more absences during a semester may be denied permission to attend the above mentioned school-related events, should it be determined by the principal or school counselor, or student's teachers that the student's attendance at school would outweigh the benefits derived from the school-sponsored activity. Absences from school which have educational benefit but which are not sponsored by the Blair Community Schools may, with prior approval of the Secondary Principal, be included in this category.

3. Absences from school, as always, must be accompanied by a note indicating parent awareness and permission. Absences will, as always, be determined excused or unexcused, depending on the reason. The Blair Community Schools fully recognize the right of parents to take their children out of school at any time for whatever reason they deem necessary. However, in order to be completely fair to all students credit for make-up work may not be allowed for certain absences. The Principal or Assistant Principal will consider all the facts and will ultimately decide whether make-up will be allowed for an absence. Students should be fully aware of the fact that all absences except those explained in Number 2 above will count toward a student's total of 5 absences. Absences without parental and school permission will be considered as truancy from school and dealt with according to the established policy concerning truancy.

4. A very important element of the 5-day attendance policy is communication with students and parents. After 4 absences from class, a notice of these absences will be sent to the student's parents. Likewise, when a student reaches 5 days absence in a class another notice may be sent to parents. This notice is very important since it indicates a student is very close to losing academic credit in their classes. Both students and parents are encouraged to contact the student's school counselor at this time, should they be concerned regarding a student's attendance record.

5. At the time a student reaches 6 absences from class, a conference with the student and school counselor or assistant principal will be held. The student will remain in class until this conference is held. At the conference, the student will be given the option of:

- a. Withdrawing from class with the grade of F and no credit, (w/the permission of parents) or
- b. Remaining in class, receive the grade he/she has earned but receive no credit for the course or
- c. Remain in class and apply for a waiver.

Following this conference the parents or legal guardian will be informed of the student's decision by regular mail and will once again be encouraged to contact the student's counselor or assistant principal. Within 7 days of the mailing of this notice the parents or legal guardian may apply for a waiver of attendance. Procedures for application of an attendance waiver are explained in Number 6.

6. Under other special and extraordinary circumstances a parent, teacher, administrator or school counselor may file a waiver of the 5-day absence policy if it is felt that a student should be allowed credit for a class in which

the 5-day absence policy was exceeded. The waiver application should be a letter written to the Administrator in Charge of Attendance as designated by the Principal. This letter should explain the reason the waiver should be considered and accompanied by any supporting documentation. Each case will be considered on its individual merits and all decisions reached individually. Circumstances such as, but not limited to, lengthy hospital stays, regular (daily, weekly) medical appointments, prolonged dental work, family emergencies, and chronic illnesses will be taken into consideration. A student's past attendance record, including unexcused absences and trancies from school, will also be considered when looking at an attendance waiver.

7. Should the waiver request outlined in Number 6 above be denied, a denial of credit form would be submitted to the Superintendent of Schools. Further appeal procedures regarding this denial of credit should follow those outlined on pages 48-49 of the handbook (Long-Term Suspension, Expulsion, Mandatory Reassignment).

#### **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 (3) 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 laws. 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".

#### **Excessive Absenteeism:**

Students who accumulate three (3) or more unexcused absences in a semester shall be deemed to have "excessive absences". Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. One of more meetings 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:
  - a. Illness related to physical or behavioral health of the child;
  - b. Educational counseling;
  - c. Educational evaluation;
  - d. Referral to community agencies for economic services;
  - e. Family or individual counseling; and
  - f. Assisting the family in working with other community services.

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

#### **Reporting Excessive Absenteeism to the County Attorney:**

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. Illnesses that make 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.

#### **ACTIVITY PASSES, ADULT PASSES, ADMISSION PRICES**

Prices for admission to Blair High School athletic contests are \$6.00 for adults and \$4.00 for high school and younger students. Preschool-age children are free when accompanied by parents. An activity ticket, which will

enable a high school student to gain admission to all high school activities for the entire year, will cost \$60.00. An adult pass is available for \$75.00, which enables the holder to attend home athletic events for the entire school year. Elementary students and children of preschool age, accompanied by a parent holding an adult pass, will be admitted free, or the child will be charged a student admission price if not accompanied by a parent. Admission prices for 9th grade and J.V. games, as well as tournaments, post-season contests and other non-athletic activities may vary according to the activity. At times, passes are not accepted at these events. All students participating in any school-sponsored sport or activity, grades 9-12, will be required to purchase a student activity card before being allowed to participate in any sport or activity. Students should refer to the "Extra Curricular Activities Program" section of this handbook for more information.

#### **ATTENDANCE AT AN ACTIVITY**

Students attending a school activity may not leave and reenter the activity. This includes school dances and athletic events, as well as all school activities.

#### **AUTOMOBILES AND PARKING**

Student parking at Blair High School is located in the lot on the east side of the building. Staff parking is located in the lot on the south side of the building. Students must obey all traffic signs posted and adhere strictly to the 15 M.P.H. speed limit in the parking lot. Students who abuse this privilege will forfeit the right to park in the school parking lot. Students are not allowed to drive any vehicle during the school day without permission from their parents or legal guardian and the principal. Students who disregard this policy are subject to suspension from school. The principal shall be the final authority in determining who may drive a vehicle during the day.

Students making use of the overflow parking area located directly adjacent to the school building and across Cemetery Road are subject to the same guidelines for automobiles and parking as are those students utilizing the student parking lot.

#### **BRING YOUR OWN DEVICE (BYOD)**

Blair Community Schools will allow students to use privately owned electronic devices to access the wireless network. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the BCS Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to BCS guidelines. If a privately owned device is used by a student to disrupt the educational environment that student's privileges may be limited or revoked.

Answers to frequently asked questions concerning BYOD are available.

1. Students may use a privately owned electronic "Internet ready" device on the BCS wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the Internet using any external Internet service.
4. No privately owned electronic device may be connected to the BCS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No BCS owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.

11. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, BCS is not responsible for any financial or data loss.
12. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the BCS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy as well as by local, state and/or federal law.
13. BCS personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. BCS reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school computer.

### **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced in the daily bulletin during AEP period. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.

Announcements made over the public address system will be made only during passing periods, AEP, and at the end of the day. Variations to this will only be made by administrative approval or directive.

The Blair Community Schools recognize the importance of good community relations and the equal importance of being an active participant in community life, especially the community life of youth. With this in mind, the Blair Community Schools will allow, with permission of the school principal:

1. Community, non-religious service groups (i.e., boy scouts, little league, YMCA, Rotary, Optimists, etc.) may post announcements in a place designated by the principal that are:
  - a. youth and/or family oriented
  - b. that pertain to the students at the particular school's grade and age level
  - c. not larger than 8 ½ x 11 inches
2. Any flyers or handouts, from non-school groups, of any nature, must first receive permission (forms available at the Superintendent's Office) from the Superintendent of Schools, in order to be distributed at any level.
3. Flyers must be divided into stacks of 25.
4. The flyers must be delivered to the building secretary (stacks of 25) two days prior to the last school day of the week.
5. Flyers will be distributed to students on the last school day of the week.

When a weather emergency is present, the building principal will make such announcements as are necessary to protect the welfare of students under his/her care, to include making announcements that would otherwise be prohibited by this policy.

### **BULLYING**

Bullying typically consists of direct behaviors that may include teasing, taunting, obscene gestures, threatening, and physical contact that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying can also occur through indirect actions that may include spreading rumors to create intentional exclusion that cause victims to be socially isolated. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation and targeting that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students who have been bullied or students that witness bullying are encouraged to report these actions to a teacher, counselor, administrator, or other trusted adult. All reports will be investigated and teachers and parents of the students involved will be contacted. Students who initiate bullying actions or are involved in such actions will be disciplined in accordance with the Blair Community Schools Discipline Guidelines.

### **CARE OF PERSONAL PROPERTY**

Students are encouraged to bring only a minimum amount of money and NOT to carry large sums of money while attending school or school activities. Valuables are not to be left in unlocked lockers, dressing rooms,

classrooms or bookracks. These items should be checked in at the Principal's Office, P.E. and Coaches' Office, student manager or with a teacher. This is your responsibility. Students are discouraged from bringing cell phones, iPods, MP3 players, radios, tape players, cd players, and hand-held computer games.

Book bags or any other item used to carry books are to be kept in the lockers during the school day.

### CARE OF SCHOOL PROPERTY

Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher in charge of the classroom.

A teacher's desk and its contents are their personal property and should never be touched by any student.

Students are responsible for all equipment checked out to them and will be held responsible for any lost articles plus a possible fine for any damage beyond normal wear.

A record is made at the beginning of the year of all property assigned to each pupil, their textbooks, band and athletic property, etc. For any property that shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

### CELL PHONE USE POLICY

Students are subject to disciplinary action for not adhering to the following cell phone policy:

- Cell phones can be used only during passing periods and lunch.
- ~~Cell phones must be turned off and not visible during any portion of the block that the teacher designates.~~ Classroom Use-Phone turned off and in locker or in teacher designated area during academic block—including AEP. Phones are not to be on or about your person and are not to leave the classroom from tardy bell to dismissal bell. Taking/Recording/Transferring any pictures or video will result in Out-Of-School Suspension (OSS)-3-day minimum.
- ~~Cell phones can be used in the classroom for academic purposes and with teacher permission only.~~
  - Taking/recording/transferring any pictures or video will result in out-of-school suspension (OSS-Minimum of 3 days.)

#### Violation of Cell Phone Policy

##### · **1<sup>st</sup>Offense**

~~Phone will be taken from student, parent contacted, and phone returned to student at 4:00 PM.~~  
~~1<sup>st</sup>Offense-cell phone privileges revoked for 2 weeks~~ 1<sup>st</sup>Offense-Cell Phone Privileges Revoked For 2 Weeks. Each day thereafter, for 10 school days, phone turned into office at beginning of each day not to be returned until the end of each day.

##### · **2<sup>nd</sup>Offense**

~~Phone will be taken from student, parent contacted, and phone released to parent only.~~ 2<sup>nd</sup>Offense- "2 and through"- Cell Phone Privileges Immediately Revoked For The Remainder Of The Semester. Each day thereafter, for the remainder of the semester, phone turned into office at beginning of each day not to be returned until the end of each day.

##### - **3<sup>rd</sup>Offense**

~~Phone will be taken from student, parent contacted, phone privileges will be revoked for ten (10) school days with phone turned in to the school office prior to the beginning of each day.~~

### CLOSED CAMPUS

Blair High School operates under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:10 a.m. until 3:30 p.m. without permission of a student's parents or legal guardians and the principal. Students in Senior Release, Introduction to Education, and Senior Mentors will be excused for part of the school day.

All students leaving the building (for any reason other than Senior Release, Introduction to Education, and Senior Mentors) must receive permission from the principal to do so. Students leaving without permission will be considered truant and dealt with accordingly.

### **COMPUTER USE**

Blair High School uses portable “laptop” style computers for student use in the classroom or in the library. These computers are stored in portable carts that may be checked out by teachers and transported to individual classrooms or may be used by their classes in the library.

Students may check out a computer for use in the library between the hours of 7:30 a.m. to 4:00 p.m. Students needing to use a computer during AEP shall secure a pass from the teacher of that class and report to the library where they will sign in and check out a computer. Students are not permitted to transport individual computers out of the library. Appropriate care and use of computers is expected from all students and adherence to the Internet Use policy (page 21) will also be monitored.

### **DANCE RULES**

1. All students who come to the dance are to stay inside.
2. If any student leaves, he must leave the school grounds and if any undue confusion results, law enforcement officials are to be summoned.
3. All outside dates must be registered through the Principal’s Office. Registration slips will be turned over to the activity sponsor to check as students come in at the door. You must enter with the date you have registered.
4. Non-registered visiting students will not be permitted in the building.
5. Dances will end no later than 11:00 p.m. on weekends. (No dances are allowed during the week Monday through Thursday.)
6. No student will be admitted to the dance later than one hour after it starts.
7. All school rules apply to dances since these are school-sponsored activities.
8. Middle school students are not allowed to attend high school dances.
9. High school organizations may sponsor one dance each semester.

### **DATING VIOLENCE PREVENTION**

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the 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. Dating violence training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

### **DETENTION**

Detention period is a time when the student is assigned to spend extra time before or after school for any infractions of unacceptable student behavior. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time. Therefore, it is possible that a teacher may assign a detention to a student who is not in any of their classes.

Detentions fall into two categories: 1) Teacher Detentions, and 2) Office Detentions. Teacher Detentions are assigned by teachers for classroom-related offenses. After informing the student a detention has been assigned for inappropriate actions or behaviors, the teacher and student should arrange the time to serve this detention. Generally speaking, students have a minimum of two days following notification of the detention in which to serve their time. It is hoped that the teacher and student can confer during the detention time to discuss and correct the actions or behaviors that resulted in the detention being assigned. Failure to serve a Teacher Detention will result in the detention being forwarded to the office for further action.

Office Detentions are assigned by administrative personnel for tardiness, truancy, failure to serve a Teacher Detention, and other unacceptable actions or behaviors. These detentions will be 45 minutes in length and will be supervised by a faculty member in a designated classroom. Office Detentions take place on Monday, Tuesday, and Thursday at 3:30 pm. and on Tuesday, Thursday, and Friday at 7:30 am. Students should report with books and study materials ready to study. Students who fail to serve Office Detentions will be subject to placement in Saturday School, and/or In-School Suspension, and/or SHORT TERM SUSPENSION.

### **DRESS AND GENERAL APPEARANCE**

Take pride in your personal appearance because the impressions you make are important to yourself and your school. If your choice of clothing causes a spectacle, interrupts classroom activities, or embarrasses others, you will not be permitted to remain in school.

Students of Blair High School are requested to wear appropriate clothing, and the following items will NOT be acceptable for wear during school.

- Excessively soiled, excessively tight, and excessively cut and/or torn clothing (including men's cut-off shorts).
- Revealing clothing including excessively short skirts and shorts (meaning no portion of the buttocks will be showing), see-through white tops, strapless tops, midriff tops (meaning tops that show skin above the waistline of the pants/shorts), spaghetti strap tops (straps must be at least two-fingers wide to be acceptable), other loose-fitting tops or off-the shoulder, loose-fitting tops, and low-cut tops (the neckline shall be no deeper than a palm width below the neck).
- Men's tank tops or muscle shirts.
- Sagging pants or shorts (meaning pulled down below normal waistline).
- Clothing bearing logos for alcohol, tobacco, drugs.
- Clothing bearing profanity, sexual messages, or gun violence.
- Underwear worn as outerwear.
- Hats, baseball caps, hoods, do-rags, scarves or bandanas worn as do-rags or other headwear.
- Sunglasses.
- Shower sandals or other shoes not normally used for street wear.
- Other clothing that is unnecessarily disruptive or inappropriate for the school environment.
- Excessive drawing and writing on yourself and/or another student is considered distracting and is therefore not permitted.

When, in the opinion of the building administration, a student is dressed or groomed in such a manner as to violate the Board of Education's policy, the school administration will advise the student of the violations and take appropriate action. When possible and appropriate, the administrator will contact the parents, present the problem, and seek their cooperation. Should disciplinary action be required, Board of Education policies and state statutes will be followed. Students who miss school time in order to change into appropriate clothing will make up the time missed by serving the time in detention periods.

### **EMBLEMS, COLORS**

The official emblem or mascot for the school is the Bear. The Bear is depicted in many forms on uniforms, banners, book covers, etc. The official school colors are Purple, White and Gold. These colors are used in various combinations on school uniforms, decorations, etc.

### **ENROLLMENT**

Students entering Blair Community Schools for the first time must enroll online through the district website. After this process is completed, families will be contacted for an individual conference with an administrator or school counselor for specific registration processes as required by grade level. Enrollment connected to Kindergarten Registration in the spring prior to the school year attending will not require a conference.

Assistance for those families who lack of internet or computer services, or for those who require language

barrier accommodations, or other types of online enrollment support is available by calling the Administrative Offices at 402-426-2610.

In order to enroll a student for the first time (including Kindergarten) and attend Blair Community Schools, the parent/guardian must:

- Reside within the boundaries of the Blair Community Schools district or be approved through Option Enrollment per Nebraska Rev. §§ 79-215, 79-232 to 79-246, or through NDE Rule 19;
- Provide a copy of current immunization records at the time of enrollment;
- Provide proof of physical examination if transferring in from out-of-state;
- Provide either 1) a certified copy of the student's birth certificate, 2) other reliable proof of the student's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. These documents are required by The Missing Children Identification Act, 1, RRS 43-2001. Students and parents seeking exemptions to this requirement should contact the school nurse or building principal for more information.

### **HAZING - DEFINED (Grades K-12)**

Board of Education policy 504.14-Secret Societies, Initiations, Hazing, or Gang Activities prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

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

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

### **HEALTH REQUIREMENTS**

### School Health Screenings

All students enrolled in a Nebraska school must be screened periodically for vision, hearing, and dental. In addition, the Nebraska Department of Health and Human Services requires height and weight. A parent/guardian may refuse a health screening, and should contact the principal or school nurse for a waiver for such.

### Immunizations and Physical Records

Students enrolling in Kindergarten, entering 7<sup>th</sup> grade, or students who enroll for the first time into any grade from another state must have a physical examination by a physician, physician assistant or an advanced practice registered nurse, within six (6) months prior to entrance into school, to satisfy Nebraska State requirements as outlined in §79-214 (3). A Sports Physical will not be accepted in place of the physical examination for this requirement. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and pertussis vaccine.

In addition, a visual examination by a physician, a physician assistant, an advanced practice nurse, or an optometrist is required within six months prior to entrance into school of a child in Kindergarten, and students who transfer into any grade from another state. For more information about the vision requirement, including the availability of resources for low-income families, please contact the school nurse in your child's school.

Physical exam and vision exam forms, as well as waiver forms, are available in each school office or online at [www.blairschools.org](http://www.blairschools.org).

### Immunization Records

As of February 7, 2004, and prior to enrollment, students are required to be immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis B, and varicella. School records must show the month and year of each immunization for diphtheria, tetanus, pertussis, polio, hepatitis B, and varicella; month, day and year of each immunization for measles, mumps and rubella before students enter school.

#### Minimum requirements for school entrance:

1. MMR (Measles-Mumps-Rubella or MMRV): Need 2 injections, with the first dose given on or after the first birthday and the 2 doses separated by at least one month.
2. DTap, DTP, DT or Td (Diphtheria-Tetanus-Pertussis): need 3 doses, with one dose given on or after the 4th birthday. 7<sup>th</sup> grade only: 1dose of Tdap (must contain pertussis booster); this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.
3. Polio Vaccine: need 3 doses.
4. Hepatitis B (Hep B): need 3 doses of pediatric Hep B vaccine or if alternate Hep B vaccine used, then 2 doses of adult vaccine specified for adolescents 11-15 years of age.
5. Varicella: 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. These are the

minimum requirements for school entrance. Additional doses (boosters of DPT/Td and polio) are recommended but are not required by the state. Students not in compliance will not be permitted to enter school. Only the following exceptions apply:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by the parent or legal guardian and notarized.
3. Student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible substantiated by a signed statement from a physician.
4. Documented history of varicella disease from a parent or health care provider with year of infection constitutes evidence of immunity to varicella.

### Communicable and Contagious Diseases

Children showing any signs or symptoms of a contagious or infectious disease will be evaluated by a school nurse and upon consultation with a parent/guardian, may be sent home. If a child has an illness that keeps him/her out of school for more than three days, the child should be under the care of a physician. The chart below outlines common childhood illnesses and diseases. For further information, please contact your child's building nurse or family physician.

Disease	Usual Incubation Period	Minimum Period of Exclusion
Meningitis	2-10 days	Exclude for duration of illness.; return with documented physician approval.

Step Infection, Strep Throat, Scarletina, Scarlet Fever	1-3 days	Exclude until fever-free and under treatment for 24 hours.
Chicken Pox	2-3 weeks	At least 5 days after the first eruption appears or until vesicles become dry.
German Measles	14-21 days for no less than 4 days	Exclude for duration of illness and after onset of rash.
Measles	10-14 days	Exclude for duration of illness and for no less than 4 days onset of rash.
Mumps	2-3 weeks	Exclude until swelling has subsided.
Fifth Disease	6-14 days	Exclude until fever and malaise are gone. May return with rash with documented physicians approval.
Impetigo 4-10 days	Exclude until brought under	Treatment as documented by doctor.
Scabies	Infection caused by mites. Lesions symptomatic after 4-6 weeks.	Exclude until the day after treatment is started.
Pediculosis (Lice)	Eggs hatch 1 week; mature in 2-3 weeks	Exclude until after appropriate treatment is started (and no live lice are found).
Conjunctivitis (Pink Eye)	24-72 hours	Exclude while symptomatic. May return when eye appears normal or with documented physician approval.
Pertussis (Whooping Cough)	7 days	Exclude until physician approves return with written documentation.
Enterobiasis (Pinworm)	Life cycle about 3-6 weeks.	Exclude until treated as documented by physician.
Hepatitis A	15-50 days	Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval.
Influenza	24-72 hours	Exclude for duration of illness.
Diphtheria	2-5 days	Return with documentation.

### **Medication at School**

For the safety of all students, the following regulations will be enforced for medication at school:

#### **All Medications:**

All medications brought to school, whether prescription or over-the-counter, must have a medication permit form filled out and signed by the parent or guardian. These are available in each school office or online at the Blair Schools web site. All medications, whether over-the-counter or prescription, must be kept in the nurse's office. Medications brought to school in containers other than the original prescription or commercial container, or without a proper medication permit, will not be administered to the student at school. Such medication will be returned home at the end of the day and the parent will be notified.

#### **Prescription Medication**

Prescription medication should be transported to and from school by the parent/guardian. In all cases, such medication is to be brought directly to the office for the principal or nurse to document and secure.

All prescription medication must be in the prescription bottle and properly labeled by the pharmacy with the student's name and directions for administration.

Medications brought to school are limited to a 30-day supply or 30 pills only.

Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician, or an updated prescription bottle that is properly labeled by the pharmacy with the student's name and directions for administration, is needed to change the dose given.

#### **Over-the-Counter Medication (OTC)**

OTC medication such as acetaminophen, ibuprofen, or other OTC medications for minor health issues may be brought to school for student use, but must be brought directly to the office for the principal or nurse to document and secure.

OTC medications must be in the commercial container. OTC medication sent to school as individual loose doses/pills or in baggies, envelopes, or other containers not original to the OTC medication will not be given to the student.

Expired OTC medication will not be given, and will be sent home.

#### **Stock Medication**

Schools do not provide any type of medication to students. Each student must provide their own medication per Medication at School regulations.

#### **Asthma or Anaphylaxis Medications and Diabetes:**

In 2006, the State of Nebraska passed legislation providing for student possession and self-administration of prescription asthma or anaphylaxis medication, and for student self-management of diabetes at school and school-related activities. The school district has developed procedures and forms to implement the self-management plans, and these are available through the Director of Student Services office. Please contact your child's building nurse or principal for more information.

### **HELP FROM TEACHERS**

Any student who requires additional time at school under the direction of a teacher to adequately master assigned work may arrange such sessions with teachers. Most pupils welcome this opportunity and voluntarily take advantage of it, but, if it seems advisable for the welfare of the pupil, teachers have the authority to require pupils to come in for an extra session of supervised study. When this is found advisable, every effort will be made to best fit the mutual convenience of the pupil and teacher.

### **HIGH-ABILITY LEARNER PROGRAM**

According to the Nebraska Revised Statute §79-1107 (3), a high-ability learner is a student "who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields, and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully." At this time, the Blair Community Schools identifies learners with high ability as students who show evidence of high performance ability in intellectual and academic areas. Initial screening of all students takes place during 3<sup>rd</sup> grade and continues yearly through the 8<sup>th</sup> grade. Instruments that may be used to identify high-ability students in our district are outlined below.

#### **Nomination for the High Ability Learner Program**

The Blair Community Schools recognizes five different paths for nomination of a student for further review of criteria and for potential identification for the high-ability program:

- Scholastic aptitude measures;
- Standardized achievement tests;
- School achievement records;
- Teacher nomination;
- Participation in a gifted program in another school district.

#### **Identification for the High Ability Learner Program**

The Blair Community Schools utilizes the following multiple criteria for identification of intellectually and academically gifted high-ability learners. Nominated students must meet three (3) of the following four (4) criteria to be officially identified:

1. **Norm Referenced Standardized Achievement Test:**

- a. On a group achievement test, score at or above the 95<sup>th</sup> percentile in Math and at or above the 95<sup>th</sup> percentile in either Reading or Language Usage using NWEA MAP testing given in grades 3 – 8.
- 2. Ability Measure:**
  - a. On the ability measurement OLSAT-8, administered independently or in small groups by the HAL Coordinator in grades 3 - 8, achieve a score at the 98<sup>th</sup> percentile in one of the primary areas or achieve scores at the 96<sup>th</sup> percentile or above in two of the primary areas (verbal, nonverbal, composite).
  - b. On the group ability measurement CogAT (Cognitive Abilities Test) administered at the 3rd grade (prior to 2015-16), achieve a score at the 98<sup>th</sup> percentile in one of the primary areas (verbal, nonverbal, quantitative, composite) or achieve scores at the 96<sup>th</sup> percentile in two of the primary areas (verbal, nonverbal, quantitative, composite).
  - c. If an Ability Measure score is not available for a potential candidate, parents have the option to hire a professional, certified psychologist who can administer the Wechsler Intelligence Scale for Children (WISC-IV). A score of Superior or Very Superior would qualify as meeting this criteria requirement. Parents are responsible for all costs associated with this test.
- 3. Academic Performance:**
  - a. Grades 6-8:
    - i. Consistent high past performance as demonstrated by report card grades with a Cumulative GPA of 4.0. Consistent high past performance is defined as the 4.0 GPA being maintained for two (2) consecutive semesters; OR...
  - b. Grades 3-8:
    - i. Achieve a score at or above the 90<sup>th</sup> percentile on two of three categories of the SAGES2 Screening Assessment for Gifted and Middle School Students.
- 4. Gifted Behavioral Characteristics Rating:**
  - a. Achieve scores at or above the 90<sup>th</sup> percentile on the SIGS (Scales for Identifying Gifted Students Ages 5 through 18) in all core areas completed by teachers; OR...
  - b. Achieve scores at or above the 90<sup>th</sup> percentile on the Renzulli “Scale for Rating the Behavioral Characteristics of Superior Students” completed by teachers.

### **INJURIES**

An injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, principal, or nurse immediately, regardless of whether or not you have school insurance. A school nurse will be on duty during the year. Notify the nurse’s office immediately if you are injured or become ill during school.

### **INTERNET AND TECHNOLOGY USE**

The Blair Community Schools recognize the fact that the use of electronic technology for communicating, transmitting, storing, retrieving, and manipulating data is an integral part of the educational process. It is also important that students learn to use technology lawfully and responsibly. Students are prohibited from and subject to disciplinary actions for the following:

- The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
- Use of technology for solicitation or proselytization for commercial, religious, political, personal or any other non-educational activity.
- Use of technology that violates local, state, or federal law. This includes attempts to gain unauthorized access, from within or outside the district, to proprietary computer systems including, but not limited to, network file servers.
- Introduction, transmission or creation of any computer “virus” using school district computing hardware/software.
- Installing any licensed or unlicensed software on any school-owned computer without specific authorization from the principal.

- The unauthorized use of pictures or videos of students or staff taken at school, school activities, or on school property, with school owned or personal photography or video devices.

District electronic technology, including computer hardware and software, is to be used for educational purposes only and any information carried or contained on district equipment is subject to audit or review by district personnel. All computer programs, data files, and/or software creations and social networking sites and resources of any description, which reside on district computers, personal devices, and/or storage media, are subject to this review.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **LEAVING SCHOOL DURING SESSION**

No pupil is to leave school during school hours without permission from his parents or legal guardians and the principal. If the office is not informed, it will constitute a truancy and is punishable by making up the time in the detention hall, Saturday School, or suspension from school. Repeated violations will be dealt with according to established school policies.

### **LIBRARY**

The school library is organized to aid students with their schoolwork. It serves as a reference center for supplies and resource materials, and makes available a variety of books and magazines to be read for pleasure and personal interest. The library is open from 7:40 a.m. until 4:00 p.m. Monday - Thursday; 7:40 a.m. until 3:30 p.m. Friday.

Policies governing the checking out of library materials, use of the library, fines, etc., will be posted in the library and are listed here.

1. Students using the library should be there for research, recreational reading, or browsing. Disruptive behavior will result in being sent out of the library.
2. All students using the library should have a pass from the appropriate teacher or from the librarian. Students may enter and leave to use the library on their lunch break.
3. All materials leaving the library must be checked out at the circulation desk. A-V materials may be used by students involved in related subject areas. Current magazines can be checked out for one period.
4. No restroom passes will be given from the library.
5. No books or other material can be checked out if the student has an overdue book or owes a library fine. Be sure to return books on time and pay fines promptly.
6. All other school rules will be observed.

### **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. Do not trade lockers with another student. You are responsible for the locker that you have been assigned. It is the student's responsibility to see that his locker is kept locked and in order at all times.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

Students should secure materials for classes during passing periods and before school. All hallways are off limits during lunch periods, and students are not allowed to go to their lockers during the lunch period since classes are in session. No one should leave classes and go to their locker without special permission.

Periodic locker checks will be conducted throughout the year by the staff in order to see that lockers are clean and neat and in good repair.

Lockers are the property of the school and are in the building for the use of the students.

Although a student may have control of his school locker as against fellow students, his possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances. It is the proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways of or for illegal purposes.

## **LOST AND FOUND**

All articles that are found should be taken to the main office, and it is there that you should inquire for anything that you have lost.

## **LUNCH PROCEDURE**

All Blair Community Schools offer breakfast and lunch to every child every school day. The school breakfast and lunch menus are published monthly. The menus may be found on the district website under the departments drop down in the food services section.

All 9-12 students operate under a closed lunch period, which means that all students must eat their lunch in the school cafeteria. Students are allowed 30 minutes for lunch.

The school district uses a point of sale system to track student purchases, prepayments and account balances. Each student is assigned a unique number, which is required at the time of purchase. Parents are encouraged to prepay to their student's account. A la carte and seconds are available for a cost and may be charged to the student's account.

Checks, cash, or on-line payment may be used to purchase meals. Parents may receive emails from the district if their students' lunch account is negative. Parents are encouraged to create a free online food service account. This free account will enable parents to track food services purchases, set up low balance email alerts, and for a fee, put money on their respective student's account. This account is called mySchoolBucks. For more information, please go to [myschoolbucks.org](http://myschoolbucks.org).

School Lunch applications for free or reduced price meals are distributed to each household before the beginning of the school year, are available at the school office, and can be downloaded from the school website. These application forms are to be completed annually and returned to Leon D. Haith, Director of Student Services, Blair Community Schools, P.O. Box 288, Blair, NE 68008. Households will be notified of their eligibility in writing or verbally. Carryover of previous year's eligibility is for up to 30 days into the current school year or until a new eligibility determination is made.

If you have any questions or concerns about the Food Service Program, please contact Leon Haith, Director of Student Services, at 402-426-2610 or email at [leon.haith@blairschools.org](mailto:leon.haith@blairschools.org).

### **Nondiscrimination Statement – Federal School Lunch Program**

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

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

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

Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

### **MEAL CHARGE POLICY (GRADES K-12)**

Per Board of Education policy 802.05-Free or Reduced Cost Meals Eligibility and Meal Charges, the District shall

establish and communicate guidelines for meal charges. The purpose of these guidelines is to establish consistent meal account procedures and to alleviate the financial burden that unpaid meal charges place on the District.

### **District Contact Person**

The contact person for questions relating to free or reduced meal eligibility and other questions or concerns regarding student meal accounts, meal charges, or negative accounts is:

Leon Haith, Director of Student Services  
Email: [leon.haith@blairschools.org](mailto:leon.haith@blairschools.org)  
Telephone: 402-426-2610

### **Student Account**

Blair Community Schools will establish for each school student a school food service account so that all students can receive a breakfast and/or lunch which meets the criteria for a USDA reimbursable meal.

### **Free and Reduced Applications**

At the beginning of each school year, parents are encouraged to complete an application before their children can be approved for free and/or reduced price meal benefits. Students are permitted to use the previous year's eligibility for the first thirty (30) days of a new school year. Students who have been Directly Certified by the Department of Social Services are not required to complete an application. The Parent/Legal Guardians of Directly Certified students will receive a Notification Letter from the School District Office. If charges occur before the meal application is approved then charges must be paid as accrued.

### **Parent Responsibility**

Families who do not qualify for subsidized meals are responsible for providing either a meal or the money to pay for a meal for their student. Although the Board permits a student to have a school food service account, parents are responsible for all student meal expenses. The District is aware that unforeseen circumstances do arise which makes it difficult to pay for school meals. Under these circumstances, please contact the building principal or the district contact person to make alternative arrangements. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through [myschoolbucks.com](http://myschoolbucks.com) online system. This system can be used to confirm payments have been received, make payments, monitor daily account activity, and has the ability to automatically send out balances alerts to parents as their students draw down from their accounts. To register, go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **Prepayment of School Meal Accounts**

At the start of each school year, parents will be encouraged to deposit money into a student account so that adequate funds are readily available to purchase meals. Payments may be made by signing up for a [myschoolbucks](http://myschoolbucks.com) account, or sending checks, and cash to the school office for deposit in their student's account. Checks should be made payable to Blair Community Schools.

### **Guidelines and Notification Process for Meal Charges**

1. It is the expectation of the District that the parent is responsible for full payment if their child purchases a breakfast or lunch meal or makes other food purchases that result in a debt transaction to the student's account.
2. When the initial debt transaction occurs, the student will be notified to inform the parent that a debt transaction has occurred for which the parent will be responsible for payment. Students with a negative account balance will be served a courtesy meal until the account is paid in full. A courtesy meal is defined as the basic meal offering of the day meeting the federal requirements for a reimbursable meal.
3. School staff will prohibit students from charging seconds or a la carte items if they do not have cash in hand or their account has a negative balance.
4. Upon reaching \$25.00 of debt transactions, the principal or designee will contact parent by phone informing them of the debt. The student will be served additional courtesy meals until the debt balance

reaches \$50.00. Thereafter, if a student does not have cash in hand or their account has a negative balance, a meal will not be provided.

5. After the initial notification by the principal or designee, the Director of Student Services or designee will notify all parents of students with a negative account balances.
6. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from seconds or a la carte purchases.
7. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in the free or reduced meal program, the district will use available resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students or adequate funds to purchase a meal may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The District is required to make reasonable efforts to collect unpaid meal charges. Parents will be held responsible for all debt balances on the child's school food service account. The Board expects that parents will pay for their child's meals on a pay-as-you-go basis and rectify any outstanding balances when notified. The District will contact households regarding negative meal charges, the availability of the free and reduced meal program, and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. All positive and negative balances remaining at the end of a school year will be carried into the following school year. Collection efforts may continue into a new school year. The District may restrict participation in non-instructional activities such as graduation ceremonies, school dances, athletics, and other non-instructional activities for students with delinquent meal charge debt.

### **MAIL**

Blair High School may refuse to accept letters addressed to students in care of the school. Mail that solicits students or does not pertain to school business will be marked "refused" and returned to the post office.

### **MAKE-UP WORK**

With the alternating day block schedule, students will be able to access teachers during the AEP time each day to get information regarding make up work. For example, if the student misses "A" day, that student can contact the "A" day teachers during the "B" day AEP time and get the work made up prior to the next "A" day. Students are encouraged to make up work as soon as possible following an absence. It is the student's responsibility to find out about make up work and communicate with each teacher following an absence. Students can also access individual teachers before and after school by appointment. Students may not receive credit for work missed due to an unexcused absence. Work not made up in the allotted time allowed by the teacher may result in the student not receiving credit.

### **MAKE UP POLICY FOR FRESHMEN CORE CLASSES**

At Blair High School, our goal is to assist students in every way possible to meet the curriculum standards and objectives for all courses they take in high school. When students miss school for any reason, they are accountable for the learning and instruction that occurred in their absence. All make up work must be completed and will be accepted for full credit throughout the semester. Various academic support programs, as well as, discipline procedures requiring students to serve detentions, attend Saturday school, or serve in-school suspension time, may be used to assure the completion of all work. Teachers will inform students of missing work on a regular weekly basis and establish plans for making up the work. If the missing work is not completed in a timely fashion, the teacher will notify parents. In addition, the teacher may consult with the administrators or counseling staff to provide reinforcement or provide alternatives for completing the work.

### **NONDISCRIMINATION POLICY**

The Blair Community Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Director of Student Services – Leon Haith  
Address: 2232 Washington Street  
Box 288  
Blair, NE 68008  
Phone #: 402 426-2610

### **ONLINE VERIFICATION (GRADES PK-12)**

The SIMS Online Verification process for all students will also include 1) availability and receipt of the Student-Parent Handbook for grades PK-12, 2) the student Media Release form for students in grades PK-12, 3) school messaging services for families and students for students in grades PK-12, and 4) NSAA Parent and Student Consent for activity participation for students in grades 7-12. Parents will be required to log into their SIMS account to verification student information and either acknowledge access or give/deny consent to the items listed above.

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, the counselor, or the principal at any time by telephoning the school office (426-4941). We encourage parents to communicate with us on items of concern, interest, etc. Take an active interest in your child's education. It is very important that they know that you are interested and concerned.

Parent-Teacher Conferences will be held during the first and second semesters. At this time the parents will be given a chance to visit with their child's teachers to discuss their academic progress.

### **PASS PROGRAM**

The PASS is for students in grades 9-11 who are failing two or more core classes. Once referred to the program, students will attend twice weekly until the student is passing all core classes. This will remain in effect until the end of the semester.

Coursework = Priority goes to past due work, then current work for all students in the PASS.

If a student fails to attend the PASS, he/she will be assigned a Saturday School.

### **PEP RALLIES**

Pep rallies are held periodically to support co-curricular activities and to create a positive school climate. While activities are an important part of the educational experiences, emphasis is placed on academics. With this in mind, pep rallies are scheduled accordingly.

### **POSTERS**

During the school year there always seems to be a great deal of confusion concerning the putting up of posters. Therefore, the following guidelines are for the purpose of clarifying the situation:

1. All posters must be approved by the office.
2. For the sake of eliminating confusion during the school day, posters should be put up before or after school only.
3. Posters may be placed only in designated areas. Check with the office. No posters may be placed on glass surfaces.
4. Masking tape or "Fun Tak" only should be used for putting up posters. No scotch tape is allowed.
5. Remember, anyone putting up a poster has the responsibility of taking it down.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT AND CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232H, requires Blair Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. Other surveys that are not listed here, but may take place during the school year, may be administered with parental permission. Please notify the School Counseling Office no later than September 1st if you wish to opt out. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law).

- Release students names to military
- Release student names to higher educational institutions
- Nebraska Risk and Protective Factor Student Survey

#### **POWER OF ATTORNEY**

A limited Power of Attorney is generally considered when a parent desires for a person (other than the parent) to assume rights and responsibilities for a child. Information concerning a Limited Power of Attorney may be obtained through the building principal. A validly executed Power of Attorney will be honored if signed by a parent, subject to any limitations as stated in the Limited Power of Attorney document.

#### **SAFE SCHOOL PLANS**

##### **Standard Response Protocol (SRP)**

Blair Community Schools is expanding safety procedures and programming to include Standard Response Protocol (SRP). SRP is a protocol widely accepted and used across the state and region that addresses a spectrum of scenarios that are planned for and trained on by students, teachers, staff, and administration including weather events, fire, accidents, community events, intruders, and other threats to student safety. RP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. Staff and students will be training on SRP throughout the school year. An informational sheet with more detail can be found at the end of the handbook.

##### **Safe Schools Alert**

Blair Community Schools is now using SafeSchools Alert, an anonymous tip reporting system that allows students, staff a, and parents to submit safety concerns via telephone, text, email, or web link directly to our administration. You and your child can easily report tips on bullying, harassment, drugs, vandalism, threats, or any safety issue you are concerned about through SafeSchools Alert. Every tip SafeSchools Alert receives about our district is immediately logged with notifications sent directly to administration for investigation and follow-up. An information banner, with reporting links, is located on the district’s main web page and each building’s web page.

### **Video Surveillance on Campus**

In order to promote student and staff safety, and deter unauthorized access and destructive acts, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school building and school buses. Information obtained through video surveillance and electronic monitoring may be used to identify intruders and persons breaking the law, Board, policy, or the Student Code of Conduct. Video recordings may be used as evidence in disciplinary actions and criminal proceedings. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Video cameras may be placed and used in locations deemed appropriate by the superintendent or designee including but not limited to entrances, hallways, classrooms, cafeterias, auditoriums, gymnasiums, parking lots, and school vehicles. Cameras will not be placed in areas where students, staff, or visitors have a reasonable expectation of privacy such as restrooms, dressing rooms, or locker rooms. Board policy and state statutes shall govern the access, conveyance, and retention of video images or recordings.

### **SCHOOL BUS SERVICE (Grades K-12)**

An application for transportation is available on the Blair Community Schools website, or from any school office, the Administrative office or the transportation director. This form must be completed and turned in by the parent before receiving bus service. For safety reasons and/or to prevent excessive time in picking up students, children riding the bus are required to travel from where the pupil resides to a designated pickup point.

Bus drivers do not have the authority to transport unauthorized riders or to make route deviations. In cases of emergency, please contact the Transportation Department at 402-426-4509.

### **Safety Rules**

Bus riders should:

1. Follow the directions of the bus driver the first time they are given.
2. Keep hands, feet, and all body parts to themselves and not extend any body part through the windows.
3. Use an indoor voice, use language that is not offensive or inappropriate to others.
4. Remain quiet when the bus is stopped at a railroad crossing.
5. Sit down and sit back in the bus seat while the bus is in motion.
6. Treat school equipment with respect.
7. Always cross in front of the bus and when crossing a traffic lane, students should wait for the driver's "all clear" signal before they proceed.
8. Keep the bus clean at all times and keep all items out of the aisle.
9. Please do not bring items on the bus that could potentially cause a riding safety concern. Call the transportation office with questions and for approval.
10. Follow all school rules as listed in the student handbook, as riding the bus is considered part of the school day.

### **Disciplinary Procedures**

The riding privilege of a student may be suspended/revoked for violation of the safety rules or for conduct which is detrimental to the safe operation of the school bus. Violations will be documented and the student may face disciplinary action. Students may lose riding privileges on the first offense for extreme violations. Multiple violations will result in loss of riding privileges.

### **Snow Route Information**

When conditions make driving hazardous, information about snow routes will be broadcast prior to 6:30am by the school messaging service, on KMTV (3), WOWT (6), KETV (7), Fox 42, and KFAB, KBLR and KHUB radio.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over KMTV (3), WOWT (6), KETV (7), Fox 42, KFAB, KBLR and KHUB radio.

Families will be notified by an automated telephone call from the Superintendent's office. Reports in the morning will be between 6:30 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session.

### **SCHOOL COMMUNITY LIAISON OFFICER**

The Blair Community Schools, in cooperation with the Blair Police Department, sponsor a school-community Liaison Officer during the school year. The officer assigned to Blair High School will act as one of the staff at the school conferring with students, lending support and assistance when needed, serving as a resource person for both students and staff, and in general, promote the positive aspects of police/community relations.

### **SCHOOL DAY**

Blair High School is on an A/B Block Schedule. Students are required to fill A and B days with 4 periods per day totaling 8 periods. Students may be in the building after school for teacher-student conferences or school activities.

<b>DAILY TIME SCHEDULE</b>	
Block 1/5	8:10-9:39
	passing 9:39-9:45
AEP	9:45-10:16
	passing 10:16-10:22
Block 2/6	10:22-11:51
	passing 11:51-11:57
Block 3/7	11:57-1:56
	passing 1:56-2:02
Block 4/8	2:02-3:30

<b>PLC TIME SCHEDULE</b>	
Block 1/5	9:50 - 11:03
	passing 11:03-11:09
Block 3/7	11:09 - 12:22
	passing 12:22-12:28
Block 2/6	12:28 - 2:11
	passing 2:11-2:17
Block 4/8	2:17 - 3:30
	BREAKFAST - 9:30-9:45
	will be eaten in the cafeteria

### **SCHOOL - SPONSORED ACTIVITIES**

Students are to be in school on time either the day of the activity or the morning after a night activity and in attendance all day in order to be allowed to participate. If a student is ill, he is not to attend the school activity. There may be extreme cases when a student may not be in school all day but still takes part in an activity. This must be approved by the principal. This includes all practice sessions as well as the activity itself.

### **SCHOOL MESSAGING SYSTEM- Telephone, Email, Text (Grades PK-12)**

Blair Community Schools uses a messaging service to notify parents via telephone, email, and text regarding academic progress, school information, or school and/or district activities. Parents may choose to opt out of messaging services. Please contact your child's school for more information.

### **SENIOR RELEASE**

Seniors will have the option of taking one or two blocks of release time out of their eight-block schedule. Release time will be 1st, 4th, 5th and/or 8th block unless there are extenuating circumstances. It is important that all seniors first plan academic curriculum required for graduation and suggested college preparatory curriculum needed for college as a first step in making a senior schedule.

Students may use the release time for part-time employment, attending college classes, volunteer service, or other opportunities which will be beneficial. Students failing two or more graduation requirements will be required to stay at school during senior release.

### **SEXTING PROCEDURES (Grades K-12)**

If it is discovered that a student has, or that an administrator has reasonable suspicion that a student has, indecent material, nudity, sext messages, or similar material on his/her cell phone, tablet, computer, or other electronic device, school administration will notify the School Resource Officer or his/her designee. Police may conduct an investigation. Consequences from the district will be based on the findings of the investigation.

### **SNEAK DAYS**

Blair High School strictly prohibits any kind of “sneak day” activity on the part of a class or individuals of a class. These types of activities are considered truancy from school and are dealt with in like fashion. It is the philosophy of the Blair High School that these types of activities have no real school purpose.

### **SOCIAL MEDIA GUIDELINES FOR STUDENTS**

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.
4. Linking to other Web sites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyberbullying is not tolerated. What constitutes cyberbullying, the actions you should take to document cyberbullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the student handbook.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

### **SECTION 504 DISTRICT COORDINATOR (Grades K-12)**

Blair Community Schools designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Leon Haith, Director of Student Services  
(402) 427-2711  
leon.haith@blairschools.org

The Director may, at his discretion, delegate this responsibility to an appropriate staff person.

### **SPECIAL EDUCATION**

The Blair Community Schools offers a variety of high quality services to students with disabilities from birth through the school year in which the student turns 21. Special education is specially designed instruction provided to meet the unique needs of a child with a verified disability. Special education staff provide interventions, accommodations and modifications to support a student's participation and progress in the general curriculum. Parents and families work with school staff to develop an Individual Education Program (IEP) that addresses the needs of the student. The amount of special education services provided to a student varies according to individual need and is determined by the student's IEP team. Accommodations and modifications may be supported in the general education setting with adjustments by the general education teachers as well as services provided in a resource setting by the special education teacher. Continuous assessment and evaluation of the student's progress is managed through the IEP process. Students participate in all district and state assessments and may participate with accommodations as identified and indicated in the student's IEP.

### **GRADES K-12 STUDENT FEE SCHEDULE 2019-20 School Year**

Under the Public Elementary and Secondary Student Fee Authorization Act, Blair Community Schools is required to set forth its guidelines for specific categories of student fees. The District does so by adopting the following fee schedule in accordance with policy 504.20-Student Fees. This fee schedule is subject to further interpretation or guidance by administrative or Board regulations, which may be updated from time to time.

#### **1. Fees for Non-specialized Attire Required for Specified 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, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive material hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

#### **2. Fees for Personal and Consumable Items**

Students are responsible for fees and costs associated with any personal and consumable items required for participation in extracurricular activities or for school courses.

- a. Extracurricular Activities:
  - i. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities. Such items include, but are not limited to specialized and non-specialized clothing, shoes, and equipment for the student's personal use in each individual activity they are involved in. General specifications are:
    1. 7-12 Basketball: Sport shoes, shorts, shirt, socks, undergarments.
    2. 7-12 Football: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel, mouth guard.
    3. 7-12 Track: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel.
    4. 7-12 Volleyball: Sport shoes, shorts, shirt, socks, undergarments.
    5. 7-12 Wrestling: Sport shoes, shorts, shirt, socks, undergarments, headgear, mouth guard.
    6. 9-12 Baseball: Sport shoes, shorts/pants, shirt, socks, undergarments, cold/wet climate apparel, glove.
    7. 9-12 Cross Country: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel.
    8. 9-12 Golf: Sport shoes, shorts/pants, shirt, socks, undergarments, cold/wet climate apparel, clubs, balls.
    9. 9-12 Soccer: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel, shin guards.
    10. 9-12 Softball: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel, glove.
    11. 9-12 Tennis: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel, racket.
  - b. School Courses
    - i. General School Course Materials: Students are required to furnish supplies needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, and other common personal or consumable item. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
    - ii. Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.
    - iii. Materials Required for School Courses: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required to reimburse the District for the reasonable value of the materials used in the project.
    - iv. Field Trips and Specialized Items Required for School Courses: Students may be required to pay for field trips or provide specialized items for school courses. Such field trips and specialized items must have prior approval of the principal. Fees required for field trips or specialized items for school courses are subject to the District's Fee Waiver Policy (Section 10).
      1. Field Trips:
        - ~~a. Lifetime Sports: Field Trip - not to exceed \$10.00~~
      2. Specialized Items:
        - a. Grade 6-12: Chromebook User Fee-not to exceed \$40.00. Parents also may purchase this device outright for their child's use throughout grades 8-12 at a cost not to exceed \$160.00
        - b. Grade 6-12: Physical Education Attire - not to exceed \$10.00 for shorts

- and \$10.00 shirt
- c. Grade 9-12: Choir Ensemble clothes - not to exceed \$100.00; T-shirt - not exceed \$15.00
- d. Grade 9-12 Marching Band/Pep Band: T-shirt - not to exceed \$15.00; shoes - not to exceed \$40.00
- v. Music Course Materials: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 10). The District is not required to provide for the use of a particular type of musical instrument for any student.
  - 1. Instrument rental fee of \$75.00 for those using a school instrument.

### 3. Fees for Extra-Curricular Activities

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. Students have the responsibility to pay for fees required for participation and to pay for specialized equipment or attire for extra curricular activities or to pay a reasonable usage cost for such items. Fees required for participation or for specialized equipment or attire are subject to the Fee Waiver Policy (Section 10). The costs for attending local, regional, state, or national workshops or conventions are the responsibility of the student and/or organization and not subject to the Fee Waiver Policy. Admission fees are charged for entrance to extracurricular activities and are the responsible of the student and not subject to the Fee Waiver Policy.

- a. Fees Required for Participation
  - i. All sports physicals not to exceed \$100.00
  - ii. Grade 6-12 Activity Card: \$60.00
  - iii. Grade 7-12 Uniform Usage Fee for each sport activity: \$10.00
  - iv. Grade 12: Graduation Gown, Stole, Cap: not to exceed ~~\$40.00~~ \$55.00
  - v. Grades 9-12 Club Dues or Membership
    - 1. FFA: ~~\$20.00~~ \$25.00
    - 2. FBLA: \$20.00
    - 3. Thespian: \$30.00
    - 4. Drama: \$5.00
    - 5. MCC: \$5.00
    - 6. SkillsUSA: ~~\$15.00~~ \$20.00
    - 7. Spanish Club: \$5.00
    - 8. Speech: ~~\$15.00~~ \$10.00
    - 9. NHS: \$20.00
  - vi. Grade 5-12 Instruments: ~~\$60.00~~ Not to exceed \$75.00 rental fee those using a school instrument
- b. Fees Required for Specialized Equipment or Attire
  - i. Grade 9-12 Show Choir: Costumes, attire/props - not to exceed \$350.00
  - ii. Grade 9-12 Speech: Professional outfit not to exceed \$100.00
  - iii. Grade 9-12 Musical: Costumes, attire/props - not to exceed \$200.00
  - iv. Grade 9-12 Dance/Cheerleading: Outfit - not to exceed \$1500.00
  - v. Grade 9-12 Jazz Band: Dress pants, skirt or dress, shirt - not to exceed \$100.00
  - vi. Grade 9-12 Flag Squad: Uniform, shoes - not to exceed \$225.00
  - vii. Grade 9-12 FBLA:
    - 1. State Leadership Conference-not to exceed \$250.00
    - 2. National Fall Leadership Conference-not to exceed \$600.00
    - 3. National Convention-not to exceed \$2,000.00
    - 4. Officer Polo shirt – not to exceed \$40.00
  - viii. Grade 9-12 FFA:
    - 1. T-shirt - not to exceed \$15.00
    - 2. Hoodie - not to exceed \$30.00
    - 3. FFA jacket not to exceed \$70.00

4. State Conference-not to exceed \$250.00
  5. National Conference-not to exceed \$600.00
  6. Convention clothes: white shirt or blouse; black pants or skirt, and black shoes – not to exceed \$100.00
- ix. Grade 9-12 Skills USA/VICA:
1. State or National ~~Competition clothes~~ **Official Dress:** black pants/skirt, white shirt, tie, **Official red blazer or** windbreaker – not to exceed ~~\$100.00~~**150.00**.  
**Competition uniform state and national competition: Official competition uniform - not to exceed \$100.00**

#### 4. Fees Required for Post-secondary Education Costs

Students are responsible for post-secondary education costs. The phrase “post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary 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, books, or other fees, except tuition, books, materials, and other fees associated with obtaining credits from a post-secondary educational institution.

#### 5. Fees Required for 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.

#### 6. Fees for Copies of Student Files or Records

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.

- a. \$.10 per sheet.

#### 7. Fees Required for Participation in Before and After School Programs or Prekindergarten Services

Students are responsible for fees required for participation in pre-kindergarten services offered by the District except to the extent such services are required to be provided without cost. The Before and After School program offered by the Blair Community Schools Foundation is an optional service not operated by the school district and any charges or fees for this program are the responsibility of the student.

#### 8. Fees Required for Participation in Summer School, Correspondence or Online Courses, or Sports Clinics

Students are responsible for fees required for participation in summer school, sports clinics, fees for online or correspondence courses, or other fees not required by law or regulation for instruction.

- a. Summer sports clinics (not to exceed \$60.00 for each clinic).
- b. Summer courses (not to exceed \$200.00 for each course)

#### 9. Fees Required for Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” concession stand, a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

- a. 6-12
  - i. Breakfast: \$2.10 per day
  - ii. Lunch: \$3.05 per day

- iii. Extra milk: \$.55 each
- iv. Extras or ala carte menu items: Separate from the lunch program and priced individually.

#### **10. 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-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) field trips and specialized items required for school courses, (2) required fees for participation and specialized equipment or attire in extracurricular activities, and (3) use of a musical instrument in optional music courses and musical extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for a waiver of fees for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

#### **STUDENT INSURANCE**

Blair Community Schools offers parents the opportunity to purchase group accident insurance through a third-party company at a nominal cost. Forms will be made available through individual building mailings or at the District Administrative Offices.

#### **STUDENTS AND ADULTS WITH DISABILITIES**

Students and adults with disabilities who are in need of special accommodations for conferences and meetings should contact the school office at least one week prior to the event so that proper arrangements can be made to accommodate their needs. Questions concerning accommodations should be directed to the principal or the Director of Special Services at the School District Administrative Offices.

#### **STUDENT PASSES**

Passes are needed whenever a student is traveling in the halls other than passing periods. Students are never excused from classes to leave school without the approval of the office. Students wanting to leave the building are to request a permit from the principal in order to do so. When a student is detained after class, he should present an admit slip to the teacher of his next class signed by the teacher who detained him.

#### **STUDENT I.D. CARDS**

All students are issued a Student Identification Card at the beginning of each year. The identification card also serves as an activity card when the activity sticker is purchased and affixed to the I.D. card. Students who lose these cards must pay a \$5.00 fee for replacement.

#### **STUDENT DIRECTORY INFORMATION**

Student directory information is designed for use internally within the school district. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially reorganized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, dates of attendance at this district, the most recent previous educational agency or institution attended by the student, E-mail address, photograph and other likeness, and other similar information.

The district is required to supply class lists including name, address, and phone number to college and military recruiters upon their request. Parents will also have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

Notification of the intent to opt out of any student directory information should be made in writing to the school principal not later than September 1st of each school year, or no more than 2 weeks following enrollment.

Directory information given to the public at Blair High School includes the following:

- Name and grade of Honor Roll Students

- Activity and Athletic Team Rosters including grade level, height, and weight
- Activity lists, awards, and honors
- Academic lists, awards, and honors
- Senior class list with names and pictures for graduation/commencement publication

### **STUDENT USE OF THE BUILDING**

If students enter the building prior to 8:00 a.m., they should go directly to the cafeteria, commons, or library. Many students, however, come to school early for academic help or stay late for school activities, and this is certainly encouraged. Students should go directly to the teacher they need to see for help in the morning, and students involved in activities should likewise go to the activity directly after school. Athletes should remember to take books and coats with them to the locker room and not return to the main part of the building after practice.

Students are not allowed in the gym or locker rooms without permission from one of the P.E. teachers. Individuals or groups using areas of the building must be accompanied by a faculty sponsor.

### **TARDINESS**

Students are considered tardy to school if they are not in their first block class by the 8:10 tardy bell. Students who are tardy should report directly to the office for an admit slip. A tardy to school is neither excused nor unexcused, and prearranged appointments (doctor, dental, etc.) are the only reasons considered acceptable for arriving late to school. Any tardy after 8:35 shall be considered an *unexcused* absence from the student's first block class.

After a student has been tardy to school four (4) times, a Detention Notice will be issued. The detention is to be served that evening or the next morning, and detentions will continue to be issued for the 5<sup>th</sup> through 8<sup>th</sup> tardy to school. On the 9<sup>th</sup> tardy, the student will be sent home with an out-of-school suspension (OSS) and will not be readmitted until a parent meeting has occurred and an action plan is developed and provided to the County Attorney for follow up. Students are back to zero-tardy status at the beginning of the school year and the new semester.

### **TELEPHONE REGULATIONS**

The school telephone in the office is for the purpose of conducting school business, not for private calls made by students. Students will not be called out of class to answer phone calls except in emergencies. Students misusing the phone, such as making obscene phone calls or dialing 911 will be disciplined according to school policies.

### **TEXTBOOKS**

Books are loaned to students without cost. Please use book covers and take care of them. All items being loaned to a student are loaned at the student's risk. If the item is not returned in good condition a fine will be assessed by the school. Since most textbooks in the Blair Community Schools are replaced every 8 years, the following guidelines will be used by teachers when assessing fines on books that have been lost or damaged:

- First Year - Full Price
- Every year thereafter one-eighth of the cost of the book will be deducted.

### **THERAPY DOG**

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY, AND STAFF**

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance here under is a claim by a student, faculty member, or staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, excepting legal holidays.

2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant, if the grievant feels that sex discrimination or discrimination on the basis of a disability has occurred in this school district.

3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.

4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the grievance within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

**Procedures:**

**Level I** - A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal, or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

**Level II** - In the event the grievant is not satisfied with the disposition of the grievance at Level I, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level I. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of disability. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

**Level III** - In the event the grievant is not satisfied with the resolution of the grievance at Level II, the grievant may submit the written grievance within five (5) days thereafter to the school superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

**Level IV** - In the event the grievant is not satisfied with the disposition of the grievance at Level III, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of disability in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

### **TRUANCY**

Absences without parental and school authority and consent will be considered truancy. The penalty may be detention, Saturday School, short-term or long-term suspension from school. Loss of grade credit may result for every class missed.

### **VISITORS**

All visitors are to check in at the Principal's Office. No one is to enter a class in session without the principal's permission. We encourage parent visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization. All visitors should first check in with the main office and receive a "visitor's pass." This pass should be worn at all times when visiting in the building.

Students bringing visitors will be discouraged and student visitors will only be allowed in special and extraordinary circumstances for a half of a day.

In the extraordinary circumstances when approval is granted, students wishing to bring a visitor to school must secure permission for this visitor at least one day in advance. No visitor passes will be issued during the first two weeks of a semester, the last two weeks of the semester, or on the day before or after a vacation period.

### **WORK PERMIT**

Students, ages 14 and 15, must have work permits in order to accept any type of employment. Work permits will be issued through the assistant Principal's Office in accordance with the same law.

Students desiring such a permit must supply the office with the name of the employer and a list of the hours that the students will be working.

### **SCHOOL COUNSELING PROGRAM**

The School Counseling Department is proactive, providing services for all students in grades 9-12 at Blair High School. Students' needs are met through a comprehensive curriculum based on three major areas including academic, career, and personal/social domains. Counselors are actively working with students individually, in classes, and in small groups. The primary focus of the school counseling program is the growth of each individual through self-understanding and self-direction in order for them to make a positive contribution to school, home and community.

### **STUDENT RECORDS**

#### **TRANSCRIPTS**

Official school records including grades, class rank, immunization records, and test scores are kept for all students in grades 9-12. Unofficial transcripts are available through the online grade parent web access.

#### **CUMULATIVE FOLDERS**

All students in grades 9-12 have an official cumulative folder, which holds all important papers regarding the student's school history. This information may include grades, test reports, transcript release forms, health records, and copies of important school communications.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the school 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 school official 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.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the records they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School 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 authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person 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.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

4. Student directory information is designed for use internally within the school district. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially reorganized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, dates of attendance at this district, the most recent previous educational agency or institution attended by the student, E-mail address, photograph and other likeness, and other similar information.

The district is required to supply class lists including name, address, and phone number to college and military recruiters upon their request. Parents will also have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

Notification of the intent to opt out of any student directory information should be made in writing to the school principal not later than September 1st of each school year, or no more than 2 weeks following enrollment.

Directory information given to the public at Blair High School includes the following:

- Name and grade of Honor Roll Students
- Activity and Athletic Team Rosters including grade level, height, and weight
- Activity lists, awards, and honors
- Academic lists, awards, and honors
- Senior class list with names and pictures for graduation/commencement publication

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Blair Community Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

### **REGISTRATION**

Student registration is held in February for the next school year. Counselors present classroom sessions to all students prior to registration to assist students with using the Course Selector, choosing classes to meet graduation requirements, and designing four-year plans for high school. Students learn about post-secondary options and specific requirements for college.

Students must register for eight classes each semester. Some courses require permission as indicated on the students' registration worksheets.

Students register with their AEP teachers on registration day. Parents are encouraged to attend this conference to review four-year plans and look at student transcripts.

### **DROP AND ADD**

Sessions are held twice a year for students who must change their schedules due to errors, conflicts or special circumstances. Students must bring written permission from parents to make changes in their schedules. The only schedule changes after the drop and add dates will be adjustments due to academic placement during the first two weeks. Exceptions to this policy must be approved by the principal.

### **GUIDELINES FOR THE COLLEGE-BOUND STUDENT ATHLETE**

Any student who plans to participate in college-level athletics should become familiar with the eligibility requirements established by NCAA for Division I and II schools as well as NAIA schools. Students need to complete an eligibility form and send official academic records to the NCAA Clearinghouse following their junior year of high school. In addition, interested students should schedule a conference with their counselor to review academic credits and core courses to ensure that their high school curriculum will be approved by the NCAA. Students must also register to take the ACT test administered during their junior and/or senior year. More detailed information is available at [www.blairschools.org](http://www.blairschools.org) or from the School Counseling Office.

### **TRANSFER STUDENTS**

Students who transfer to Blair High School during high school will be classified by grade according to: Grade 9 - first year of high school; Grade 10 - second year of high school; Grade 11 - third year of high school; Grade 12 - fourth year of high school and beyond until graduation.

A credit check will be done to determine the student's status in meeting Blair High School graduation

requirements. Students must meet all of Blair High School's requirements in order to receive a diploma from Blair.

Each student's courses will be transferred according to Blair High School's current policies. Five credits will be given for courses that meet five (5) days a week for one semester. Courses that meet less than five (5) days a week will be given comparable credit.

Each student's grade point average will be computed based on a comparability study of courses offered at Blair and those being transferred. All courses and grades will be transferred based on the standard 4.0 (Level II at Blair High School) scale with an "A" being a 4; "B" a 3; "C" a 2; a "D" a 1. Class rank will be generated after the first semester of attendance at Blair High School.

Blair High School uses a system of weighted grades for Level I courses with an "A" being a 5; "B" a 4; "C" a 3; "D" a 2. Courses that are given a weighted grade at another school will only be given commensurate credit at Blair if the course is offered at Blair and the level of academic rigor is comparable with that expected of students at Blair. The High School Principal will determine the comparability of courses based on consultation when necessary with the Director of School Counseling and the appropriate department chair. Appropriate written documentation such as course descriptions, curriculum guides or personal correspondence from instructors may also be required to substantiate the appropriate weighted grade level of a course.

After a Blair High School Transcript is made, the parents and student will receive a copy to review.

### **CHECKING OUT**

Any student leaving school permanently must obtain a checkout sheet from the School Counseling Office on the morning of the last day of attendance. A parent/guardian must notify the School Counseling Office before students may obtain the checkout form. Each student is asked to have his teachers sign the form indicating that all books are returned and/or fines paid. This form will provide record of the grades at the time the student checked out. All obligations must be taken care of before any school records may be transferred to another district.

### **CHANGE OF ADDRESS**

Changes in your address/phone number must be reported to the School Counseling Office.

## **GRADUATION**

### **GRADUATION REQUIREMENTS**

English	40 credits
Mathematics	30 credits
Science	30 credits
Social Studies	30 credits
Physical Ed/Health	15 credits
Personal Finance	05 credits
Electives	110 credits
TOTAL	260 credits

### **SEMESTER GRADUATE**

Early graduation from Blair High School is endorsed by the Board of Education provided students have met all graduation requirements, attended high school a minimum of seven semesters, and have the permission of their parents.

Students who wish to graduate after seven semesters must meet with their school counselor, complete the documentation stating the reasons why graduating early is a positive choice, and obtain approval by the building principal. All students must meet with the building principal prior to approval.

### **GRADE CLASSIFICATION**

Students at Blair High School are classified by grade levels according to the number of years they have been in

high school. Students will be classified by grade as follows: Grade 9 - first year of high school; Grade 10 - second year of high school; Grade 11 - third year of high school; Grade 12 - fourth year of high school and beyond until graduation.

### **COMMENCEMENT**

Seniors must have all graduation requirements completed in order to be allowed to participate in graduation/commencement exercises. No students will be allowed to participate in this ceremony without having the necessary credits to graduate. This is a school board policy (611.07) and any exceptions to this policy must first be approved by the Board of Education. Disciplinary situations, which necessitate suspension from school, may result in a student not being allowed to participate in commencement activities. All students receiving a diploma from the Blair Community School District must be in attendance at Blair High School during the semester preceding their graduation date. Students who elect to graduate after seven semesters will be given a diploma in May. Commencement exercises for all students will be held in May.

### **CREDIT FROM OTHER INSTITUTIONS**

Blair High School will accept up to 20 hours of credit from other high school programs for student use toward fulfilling graduation requirements. Examples of these programs include summer school, night schools or independent study high schools. Students will be granted 5 credit hours for 75 hours of class time. Five credits will be the maximum allowed for one course. All institutions from which credit will be accepted must be fully accredited through either the Nebraska Department of Education or a nationally recognized organization such as the North Central Association of Schools and Colleges. Students must seek approval of courses they take from their counselor before they register for the courses. Students may take courses from other institutions if they are retaking a failed course or if Blair High School does not offer the course. Credits in excess of the 20 hours may only be accepted with the approval of the principal.

### **COLLEGE CREDIT**

#### **METROPOLITAN COMMUNITY COLLEGE**

**Metropolitan Community College Articulation** - Students who complete the following courses at Blair High School have the option of articulating this credit to Metropolitan Community College: Accounting I & II, Advanced Drafting Practices, Advanced Mechanical Drawing, and Architectural Drawing I.

### **ADVANCED PLACEMENT TESTING**

Students enrolled in Advanced Placement English can take the advanced placement exams which are held in May every year. Colleges and universities have advanced placement policies which state the exam scores needed in order to earn college credit. For more information, contact the Admission Office of each specific college or look on college websites.

### **DUAL ENROLLMENT**

Blair High School has many opportunities available to students who wish to earn college credits while they are still in high school. When students enroll in the courses they will have the option of taking each class as high school credit only or for high school and college credit. When students enroll in college after high school graduation, they will need to request official transcripts from the college that sponsored the dual enrollment to show the college credit earned. Students will need to check with the individual colleges they wish to attend to see if the college will accept the dual enrollment credit. A representative from each college will visit dual enrollment classes in the fall to complete necessary paperwork and explain the collection of fees.

### **COLLEGE/CAREER**

#### **SCHOOL COUNSELING WEB SITE**

[www.blairschools.org](http://www.blairschools.org)

Students and parents will find valuable information and links on the School Counseling web page.

**Go to “Blair High School,” then “Counseling.”**

**COLLEGE APPLICATIONS**

Students applying to 4-year colleges, 2-year colleges, vocational and technical schools may apply online or by completing a paper application. Students completing online applications should request that transcripts be sent to the appropriate colleges. Students completing paper applications should bring the application, a check or money order for the application fee (no cash please) to the School Counseling Office at least three days before the application deadline.

**COLLEGE VISITS**

Juniors and seniors are encouraged to visit post-secondary schools that they are considering for attendance after high school. Juniors and seniors may use up to 3 school days per year for the purpose of visiting schools. Students should research information about the school before they visit.

An appointment must be made at the college by either the parent, student, or counselor. Students must have parent permission to make a college visit. Parents are encouraged to accompany students on these visits. Once the parent has given permission for the visit, the student will receive a pre-excused absence form. Students must obtain this pre-excused form at least one week in advance. Students who have excessive school absences, poor grades, or several discipline referrals may not be allowed to use school days for college visitation.

**SCHOLARSHIPS**

Senior students are eligible for scholarships, which are offered by colleges, universities, vocational and technical schools, local organizations, foundations and corporations. Information about these scholarships is made available daily to students through the School Counseling Website and student bulletin. In addition, parents will receive periodic newsletters with information about scholarships. Students wishing to complete computer searches for scholarship information may use the computers in the School Counseling Office.

**FINANCIAL AID**

Senior students planning to attend post-secondary institutions after high school may wish to apply for federal financial aid. Information about this process will be made available to all senior students and parents in December.

**RESOURCES**

**NAVIANCE Family Connections**

NAVIANCE Family Connections is a web-based student resource that is available to all Blair High School students. Each student has an account which can be accessed through the BHS School Counseling website. Student will use NAVIANCE Family Connections in classroom activities taught by counselors for college and career research and planning.

**TESTING/ASSESSMENT**

**ASSESSMENT**

The assessment program at Blair High School includes measures of achievement, ability, career interests, and aptitudes. These tests provide valuable information, which assists students in identifying strengths and areas to improve. These test results are interpreted to students, parents, and staff in order to assist students with future planning. (See the following chart.)

<p style="text-align: center;"><b>TESTING PROGRAM</b></p> <p>Testing results play an important part in helping each student to appraise and understand personal academic strengths and weaknesses. <u>The testing program includes:</u></p> <p>Grade 9 .....Pre ACT</p> <p>Grade 10 .....Pre ACT</p> <p>Grade 11 .....ACT, PSAT Achievement Test (optional), Advanced Placement Tests (optional)</p> <p>Grade 12.....ACT/SAT College Entrance Test (optional), Advanced Placement Tests (optional)</p> <p style="text-align: center;"><b>Our SAT, ACT, and Advanced Placement Code Number is 280265.</b></p>
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Students who are physically unable to attend regular academic school programs due to a medical disability may apply to be served by this program. Generally speaking, a student must be in need of home or hospital services for a period of at least two weeks. A student or their parents or guardians must present a note to the school from a doctor stating that the student is medically unable to attend classes for this period. Homebound instruction will be coordinated through the School Counseling Office and the Director of Special Services. Students who are enrolled in a homebound program are eligible to receive a waiver of attendance under the attendance policy.

### **ACADEMIC ENRICHMENT PROGRAM**

All students will be assigned to a teacher known as the AEP Advisor. Each AEP will consist of approximately 18 students. AEP meets daily with the purpose of orienting all students and emphasizing the development of a one-to-one relationship between the AEP Advisor and the student. In addition, AEP Advisors will assist students in the areas of program planning and class scheduling.

### **GRADING PROCEDURES**

#### **ACADEMIC LETTERS**

Students who have achieved Honor Roll Status at Blair High School for 5 consecutive semesters are awarded an Academic Letter for Scholastic Excellence. This letter is exactly the same as those students receive when lettering in a sport. This letter is intended to emphasize the importance that Blair High School puts on academic excellence and to encourage students to that end. Students may receive one additional letter for 7 consecutive semesters on the Honor Roll.

#### **GRADING**

A serious attempt is made at all times to evaluate, in the best possible manner, the progress of students. The following grading system has been devised for that purpose:

- A (93-100) The student is more than meeting the demands of a teacher. His work is on time; work is of superior quality and shows mastery of the subject matter.
- B (85-92) The work is of superior nature and the required work is well done. The student meets the demands of the teacher.
- C (77-84) The student does satisfactorily the required work. The work is on time and is of average quality. The student is showing achievement.
- D (70-76) The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain and confused. Work is below normal, but shows some evidence of growth.
- F (Below 70) Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention.
- P Indicates that the student is passing regular work in the class.
- I Incompletes are assigned in cases where the student's work is incomplete at the end of a grading period. This may be due to absence because of illness, etc. Incompletes must be made up within one week following the end of a grading period.
- NG No grade.
- WF Withdraw with failing grade.

#### **CHEATING**

Students who are cheating on tests or helping other students cheat will not be tolerated. This applies for daily work as well. Plagiarism or claiming others' work as your own is considered as cheating and dealt with accordingly. Specific penalties for cheating will be assigned by the individual teacher and may be reflected in a student's final grade for the course.

#### **FINAL EXAMINATIONS**

Final examinations at the end of each semester of 18 weeks are required. The pupil must take these examinations in order to receive credit. Examinations cannot be taken early without permission from the principal. Final examinations will count no more than one-fifth of the final grade for the semester for each individual class.

#### **FAILING GRADES**

A FAILING GRADE AT THE END OF THE SEMESTER MEANS THAT NO CREDIT IS EARNED. If during your four years in high school you have failed a required subject, it is your responsibility to register for the

course again. The course or courses will be taken as soon as they can be worked into your schedule in order that you meet the full requirements for graduation.

### **GRADE POINT AVERAGE**

The GPA range is from 4.0 (highest) to 0.0 (lowest). Because of the weighted grading scale explained below, some students may earn a grade point average in excess of 4.0. Students who transfer to Blair High School from another accredited institution should refer to the section labeled Transfer Students, located in the School Counseling section of this handbook.

### **GRADE POINT AVERAGE (SENIORS)**

All seniors will be limited to six classes that will count towards their grade point average. Seniors who plan to take seven or eight classes will complete contracts indicating which course(s) will be graded on a Pass/Fail basis. Courses in which a senior receives a grade of "Pass" do not count towards the grade point average. A grade of "Fail" will count on the grade point average and no credit is earned.

Any course from the English, Mathematics, Science, Social Studies, and Foreign Language departments may not count as Pass/Fail courses. All other courses that are considered elective courses may be identified as Pass/Fail classes. Seniors who take more than six classes per semester will complete a Pass/Fail contract with their school counselor. Students will not be allowed to change their senior Pass/Fail contract after two weeks into each semester. Students are expected to exhibit a high level of participation and effort in Pass/Fail courses.

### **WEIGHTED CLASSES**

All classes at Blair High School are assigned to two levels indicating the relative difficulty and/or intensity of the given course. These levels are then assigned "mark points" to correspond with the grade achieved in the particular course. The mark points achieved, along with the credits attempted, are used when determining a student's rank in class and grade point average.

MARK POINT TABLE	
Level I	Level II
Grade Mark Points	Grade Mark Points
A = 5	A = 4
B = 4	B = 3
C = 3	C = 2
D = 2	D = 1
F = 0	F = 0

### **REPORTING OF GRADES**

#### **ON-LINE GRADES**

Parents may set up accounts to have on-line web access to grades, attendance, behavior and transcripts. Direct e-mail links to teachers are provided for ease in communication.

#### **PROGRESS REPORTS**

Progress reports are issued to all parents twice a semester to inform students and parents of the student's achievement in each class being taken.

#### **REPORT CARDS**

Report cards are issued four times during the school year, once each quarter. The first and third quarter report cards are distributed during parent-teacher conferences. The first and second semester report cards are issued to parents approximately 2 weeks after the end of the semester. Should you not receive a copy of your child's report card or have access to your child's report card, or if you have questions, you are encouraged to call the school office at 426-4941.

### **RECOGNITION OF GRADE ACHIEVEMENT**

#### **CALCULATION OF GRADES**

All courses at Blair High School are graded on a semester basis. Teachers will use either percentage grades or total point grades. Each individual teacher will have grading policies and grade categories that are appropriate for specific courses. Students will receive the grading policies at the beginning of each course.

### **HONOR ROLL**

To be eligible for Honor Roll status at Blair High School a student must maintain a 3.5 grade point average for the grading period. Those students who have accumulated a 3.5 or higher grade point average will be named to the Honor Roll. Blair High School students in grades 9-11 must be taking 40 credits attempted during a semester for Honor Roll Status. Seniors must be taking 30 credits attempted during a semester for Honor Roll Status. Generally, all courses receiving an "A-F" grade and in which students receive credit are considered when Honor Roll is determined. Pass-Fail classes are not considered. Students receiving a grade of an "F" are automatically disqualified from Honor Roll consideration.

### **RANK IN CLASS**

~~Rank for students in grades 9-11 is based on each student's cumulative grade point average and is computed at the end of each semester. Students in grades 9-11 must be enrolled for a total of 40 credits during a semester in order to be ranked. Rank for seniors is based on each student's cumulative grade point average and is computed at the end of each semester. Seniors must be enrolled for a total of 30 credits during a semester in order to be ranked. Each student's final class standing and grade point average is determined after 8 semesters of high school attendance. First semester graduates will have a final GPA and class rank following the 7th semester of attendance, Foreign exchange students will be excluded from class rank. Seniors who are ranked in the top 10% of their graduating class after 7 semesters will be honored at graduation.~~

~~This class rank and grade point average is very important, as part of each individual's requirement for college entrance and scholarship application. Each student should strive to maintain the best possible average and class standing.~~

### **GRADUATION RECOGNITION - CLASS OF 2024 AND BEYOND**

**Blair Community Schools is committed to recognizing the academic success of its students in a variety of ways, including at the high school graduation ceremony. The goal of our laude recognition model is to celebrate academic excellence while at the same time creating a system that eliminates the competition between students that exists in a traditional class rank formula.**

#### **Laude Model Recognition Criteria:**

- **Summa Cum Laude ("with the highest honor") - This is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 4.39 or higher grade point average on a 4.00 weighted scale.**
- **Magna Cum Laude ("with great honor") - This is the second highest recognition awarded at graduation. To graduate magna cum laude, a student must achieve a GPA of at least a 4.20 but less than a 4.39 on a 4.00 weighted scale.**
- **Cum Laude ("with honor") - This is the third highest recognition awarded at graduation. To graduate cum laude, a student must achieve a GPA of at least a 4.00 but less than a 4.20 on a 4.00 weighted scale.**

### **DISCIPLINE & LEGAL RESPONSIBILITIES**

#### **NOTE TO PARENTS**

Because neither the school nor the parent deals with all aspects of the student's life, it is essential that a sound working relationship between the parent and the school exist. The school and the parent must establish a close

working relationship and parents must accept their responsibility in helping to solve the student's school problems. The parent cannot expect the school to handle the student's problems alone. Since there is a considerable carry-over between the home and the school, a problem cannot be identified as a strictly home or a strictly school problem. Therefore, an open and constructive relationship between the parent and the school will greatly enhance the possibilities of discovering a workable solution to the student's problem.

Good discipline originates in the home. The parent/guardian is the first teacher of his child, and should develop in him good behavior habits and proper attitudes toward school.

### **CODE OF CONDUCT**

The school board policy concerning student behavior is as follows: School Board policy 504.03 states that "on important charges every effort should be made to consult with parents before a disciplinary decision is reached." Students at all levels have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply not only to school hours but also to other times, especially while attending school activities at home and away.

Student attendance at school is a mandatory charge to parents for those children under sixteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and privilege of public schooling for those under sixteen as well as those sixteen and over.

Disciplinary considerations will be made according to the students' best interests and correction of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered. In other extreme situations, a student may be suspended or expelled from school by the superintendent or principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school or state policies. Examples of offenses that might result in the suspension or expulsion of a student at Blair High School are:

1. Insubordination--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. Nuisance items, lasers, lighters, matches, spit balls, water pistols, water balloons, firecrackers, snowballing, electronic games, etc.
4. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
5. Verbal and physical sexual harassment that is sufficiently severe, persistent and pervasive so that to limit the student's availability to benefit from education.
6. Gross disrespect for teachers, school officials and other employees.
7. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco or imitation tobacco products on school property or at school-sponsored events (cigarettes, electronic cigarettes/e-cigarettes, cigars, snuff, chewing tobacco, etc.).
  - b. Gambling.
  - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, bullying as defined on page 13 of the Student-Parent Handbook, or similar conduct in a manner that constitutes an interference with school purposes.
  - d. Hazing by classes, clubs, athletic teams or other student organizations, as defined on page 16 of the Student-Parent Handbook is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization.
  - e. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
  - f. Willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student.
    - On the school grounds.
    - Off the school grounds at an educational function or event.

- On any property of The Blair Community Schools.
- g. Threatening, bullying, or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from that person.
- h. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon or an explosive device including but not limited to guns, knives, ammunition, fire works, etc.
  - On the school grounds.
  - Off the school grounds at any educational function or event.
  - On any property of The Blair Community Schools.
- i. Engaging in the unlawful selling, use, possession, under the influence of, or dispensing of a controlled substance, imitation controlled substance or alcoholic liquor, or possession of drug paraphernalia.
- j. Truancy--absence from school without school or parental authority.
- k. Theft--the taking or possessing of that which belongs to the school or an-other student without prior consent of the school or individual.
- l. Displays of Affection -- Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
- m. Sexual assault, harassment or attempting to sexually assault any school employee or student.
- n. Use of racial or ethnic comments that may be deemed socially and personally unacceptable.
- o. Disrupting the classroom environment through verbal or physical action.
- p. Public Indecency, regardless of age, as defined by R.R.S. 28-806.
- q. Use of paging devices, cellular phones, or other similar communication devices are not permitted during instructional time.
- r. Engaging in any other activity forbidden by the laws of the State of Nebraska, which interferes with school purposes.

#### **BLAIR COMMUNITY SCHOOLS DRUG & ALCOHOL POLICY**

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). The District may use drug dogs or other detection devices in the enforcement of this policy.

That the following penalties be assessed for the offenses indicated when such **offense occurs on school premises, at school-sponsored activities, or in a school-owned vehicle:**

1. engaging in the **unlawful selling or dispensing** of a controlled substance, an imitation controlled substance or a counterfeit controlled substance, as defined in section 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in section 53-103, the penalty shall be expulsion for the remainder of the semester. (Copies of the above statutes are available upon request in the Principal's Office.)
2. engaging in the **unlawful use or possession** of a controlled substance, paraphernalia or an imitation controlled substance, or a counterfeit controlled substance or alcoholic liquor as defined in section 53-103, the penalty shall be **ten days suspension** and drug/alcohol evaluation and counseling before readmission for the first offense and expulsion for the remainder of the semester for the second offense.

3. being under **the influence** of a controlled substance or alcoholic liquor, **ten days suspension** and drug/alcohol evaluation and counseling before reentry for the first offense, expulsion for the remainder of the semester for the second offense.

**B. For students involved in school activities:** No participant in any Blair High School activity may be involved in the use of tobacco, in any form whatever, engaging in the unlawful possession, selling, dispensing, or use of illegal drugs; counterfeit controlled substance, imitation controlled substance, inhalant, or alcoholic beverages.

The following penalties will be invoked if involvement occurs between the opening day of practice and the conclusion of the season and/or state tournament when such activities are sponsored by the Nebraska School Activities Association, Blair Community Schools, or any other organization recognized by the school district.

Students who are involved and/or participate in special school events, such as Homecoming, Jr/Sr Prom, parades, speaking events, field trips or other events as determined by the principal, may be subject to these penalties.

1. **FIRST OFFENSE** - Will result in a two-week suspension from interscholastic contests or activities. If no contest or activity occurs within the two-week suspension, the student will miss the next scheduled event following the suspension. The student must continue to attend and participate in all practices and meetings during the suspension.

2. **SECOND OFFENSE** - Will result in the forfeiture of all privileges of participation in the sport or activity, including practices, for the remainder of the duration of that season.

3. **THIRD OFFENSE** - Will result in the forfeiture of all privileges of participation in all sports and activities for that school year.

### **DISCIPLINARY PROCEDURES**

There are seven types of disciplinary procedures in effect in School District No. 1 of Washington, County, Nebraska and the Blair Community Schools.

**ADMINISTRATIVE ACTIONS** shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of student-parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling, or restriction of extracurricular activity.

**EMERGENCY EXCLUSION** shall mean exclusion of a student from attendance in all schools within the system until the circumstances justifying the exclusion have been resolved.

**SHORT-TERM SUSPENSION** shall mean the exclusion of a student from attendance in all schools within the system for a period not exceeding five school days.

**IN-SCHOOL SUSPENSION** may also be authorized for a student subject to the infractions for which a short-term suspension is authorized. Specific rules for the In-School Suspension room have been established and will be given to students at the time this is assigned.

**LONG-TERM SUSPENSION** shall mean the exclusion of a student from attendance in all schools within the system in accordance with R.R. S. 79-256.

**EXPULSION** shall mean exclusion from attendance in all schools within the system in accordance with R.R.S. 79-256.

**MANDATORY REASSIGNMENT** shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action.

### **1. ADMINISTRATIVE ACTIONS**

Administrators or teachers may take actions regarding student behavior, other than emergency exclusion, short-term suspension, long-term suspension, expulsion or reassignment, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, requirements that a student remain in school after regular hours to do additional work, or requirements that a student receives counseling or restriction of extracurricular activity.

### **2. EMERGENCY EXCLUSION**

A student may be excluded from school on an emergency basis upon a clear factual situation warranting exclusion or indicating that (a) the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community or (b) the student's

conduct presents a clear threat to the physical safety of the student or others or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based.

Five (5) Days or Less If the exclusion is for five (5) days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and given an opportunity to present an explanation of his/her version of the facts. Within 24 hours following the exclusion, or such additional time as is reasonably necessary, the principal shall send a written statement to the student and/or the student's parents or guardian describing the factual basis for the principal's action. The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

Greater Than Five (5) Days If the exclusion is for longer than five (5) days, the hearing procedures specified in Board Policy 505.04 shall be followed.

### **3. SHORT-TERM SUSPENSION**

The principal may deny any student the right to attend or to take part in any school function for a period of up to five (5) school days on the following grounds:

- A. Conduct constituting grounds for expulsion.
- B. Violation of school rules adopted by School Board pursuant to the Student Discipline Act.

The student shall be given oral or written notice of the factual situation upon which the exclusion is based, and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student and his/her parent or guardian, describing the factual basis for the principal's action. The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

### **4. SATURDAY SCHOOL**

Saturday School is a disciplinary placement for those students committing non-disruptive infractions. Specific guidelines for Saturday School are:

- 1) The number of Saturday School sessions assigned to a student will not exceed three for attendance infractions.
- 2) Saturday School will be held in the Blair High School Library. During these sessions, no other students will be admitted to this area.
- 3) Students must bring books, study materials, or other appropriate class work with them to Saturday School. They must use this time for quiet study.
- 4) Students will be allowed to use computers, books, magazines, and other school materials for class work ONLY.
- 5) Saturday School begins at 8:30 a.m. and concludes at 11:00 a.m. Students must be on time. Late students will be instructed to leave the premises, will not be given credit for the Saturday School, and will receive SHORT-TERM SUSPENSION in lieu of the Saturday School placement.
- 6) Students will be expected to study in a quiet manner during Saturday School. All school rules and policies apply to Saturday School. Students who fail to comply with the directive of the supervisor or violate any school rule or policy, will be asked to leave, no credit will be given, and will receive SHORT-TERM SUSPENSION for their actions.
- 7) Failure to attend an assigned Saturday School will result in SHORT-TERM SUSPENSION.
- 8) The principal or assistant principal will interpret, determine, or otherwise make judgment on all other items concerning Saturday School placement, policy, and alternative disciplinary procedures.

### **5. IN-SCHOOL SUSPENSION**

Guidelines for assignment to In-School Suspension are the same as those outlined in Number 3 above, Short-Term Suspension. I.S.S. is considered by school officials as an alternative method of Short-Term Suspension and is given as determined necessary by the principal and assistant principal.

Specific guidelines for I.S.S. are:

- 1) The number of days a student is assigned to the I.S.S. Room will be determined by the principal or assistant principal. These are the only people who may assign students to this suspension from classes.
- 2) Students may be assigned to the I.S.S. Room for any offense, which causes a student to be suspended from school on a short-term basis.
- 3) This area will be isolated from all other students and no one will be admitted to this area except for those

- faculty members in charge.
- 4) Students must bring all books and study materials with them to the I.S.S. Room. No student may leave this room during the day. Students assigned to the I.S.S. Room will receive credit for work accomplished while in this room, but this work must meet all the requirements a student not assigned to the I.S.S. Room is responsible for, i.e., on time, neat, completed, etc.
  - 5) Specific Information:
    - a) Students assigned to the I.S.S. Room should arrive at the main office no later than 8:20 a.m. in order to be taken to the I.S.S. Room. Students will be dismissed BY THE ASSISTANT PRINCIPAL at 3:30 p.m. Students may not leave until dismissed.
    - b) Students will work only on assigned work.
    - c) Students will be allowed one restroom break in the morning and one in the afternoon and will be released by the teacher at about 10:30 a.m. and 2:00 p.m.
    - d) All students will eat lunch in the I.S.S. Room.
    - e) Dawdling, leaving the room without supervision or permission, sleeping, not working on assigned school work, talking or any other misbehavior will result in additional disciplinary action.
    - f) Absence from school will not count as a day of I.S.S. (i.e. 3 days of I.S.S. equals 3 days served. This includes prearranged doctor and dentist appointments.)
  - 6) Additional time may be assigned for any infractions of the specifics listed above.
  - 7) Generally speaking, a student will not be assigned to the I.S.S. Room more than twice for the same offense during a semester. Exceptions to this policy may be made by the assistant principal in charge of discipline.

#### **6. LONG-TERM SUSPENSION, EXPULSION, MANDATORY REASSIGNMENT**

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
- 7) Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Engaging in bullying as defined in section 79-2,137;
- 9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- 10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

11) A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

When the decision is made to discipline a student for a long-term suspension, expulsion, or the mandatory reassignment, the Principal will make a reasonable effort to contact the parent/guardian and inform them of the situation which resulted in the discipline. The Principal will also inform the parent/guardian that the materials required by law will be mailed to their home via certified mail. A copy of the hearing request may be picked up at the school office and the process for initiating a hearing begins upon receipt of a signed request. The notice will include the rule or standard of conduct allegedly violated, the acts of the student which constitute cause of Long-Term Suspension, Expulsion, or Mandatory Reassignment, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony. The notice shall be accompanied by a form upon which the student and the student's parent or guardian may request a hearing. The student, student's parent or guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage.

#### **CREDIT FOR SCHOOL WORK DURING SUSPENSIONS**

Students who violate any part of the Student Code of Conduct as set forth in the Blair High School Parent/Student Handbook and receive a Short-Term or Long-Term Suspension for such violation may request the opportunity to receive credit for schoolwork during the period of the suspension.

Such requests must be made to the Principal by the student or parent at the beginning of the suspension or before the student returns to school from the suspension.

When a request for credit for school work during a Short-Term or Long-Term Suspension is made, school personnel will notify teachers and collect books and assignments. It will be the responsibility of the student or parent to pick up these materials from school. All school work must be completed and turned into the teacher within two school days upon the student's return to school from the suspension or as agreed upon by the student, teacher and Principal in order to receive full credit for the work. Penalties for late work will apply (as with assignment or test) should work not be turned in within two days.

Students who violate any part of the Student Code of Conduct as set forth in the Blair High School Parent/Student Handbook and receive an In-School Suspension for such violation will receive full credit for schoolwork during the period of the suspension when that work meets all the requirements and criteria set forth by the teacher. The work must be completed during the In-School Suspension or must be turned in to the teacher by the regular due date.

Students who are expelled from school receive grades of "F" for all classes taken at the time of the expulsion.

#### **DRUG FREE SCHOOLS AND COMMUNITY ACT OF 1986**

Use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The District is required by the Drug Free Schools and Community Act of 1986, as amended to refer all instances of unlawful selling, use, possession or dispensing of controlled substance or alcoholic liquor on school premises or at school-sponsored activities for prosecution. In addition, the provisions of the code of conduct contained in this section provides for sanctions up to and including suspension, expulsion or mandatory reassignment.

Drug and alcohol counseling, rehabilitation and reentry programs are available and the explanation or information of such programs may be obtained from the counseling office or school administration. When deemed necessary by the school principal a requirement for reentry to school, following a suspension, may include drug and alcohol screening or rehabilitation completed at the student's expense.

#### **NOTE TO 19-YEAR-OLDS**

State law requires schools to enforce the same rules on all students, regardless of their age.

Please make sure you read and follow all the school policies set forth in this handbook. Remember, being 19 does not ever exempt you from school rules.

#### **NOTIFICATION TO LAW ENFORCEMENT AUTHORITIES**

The Principal or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act of a student, which is known or is suspected of being a violation of the Nebraska Criminal Code. In addition, criminal citations may be issued to students, at school, for violations of the Nebraska Criminal Code.

#### **REFUSAL TO ACCEPT REGISTERED OR CERTIFIED MAIL**

As required by law, notification to parents of many disciplinary matters must be made by registered or certified mail. State law stipulates that notification be sent and that receipt of this notification is not a necessary part of carrying out the stated discipline. Consequently, refusal to accept registered or certified mail does not void the stipulations of the discipline as stated in the letter.

### **CO-CURRICULAR ACTIVITIES PROGRAM**

#### **NOTE TO STUDENTS AND PARENTS**

The student activity program of the Blair Community Schools is an important part of the education program. It includes a variety of activities, which are viable components of the classroom activities. As such, the activities program strives to provide for the needs of young people, giving each student additional opportunities to acquire and develop skills, attitudes and appreciation according to his individual interests, needs and abilities. These activities help the student develop into a responsible and effective member of the community.

#### **STUDENT CONTESTS AND ACTIVITIES**

Blair High School endorses and participates only in those activities approved and sanctioned by the National Association of Secondary School Principals and listed in their annual publication "National Advisory List of Contest and Activities".

Generally speaking, these are activities that are conducted on a national scale. Blair High School does not endorse or nominate students for "Who's Who" type recognition programs.

A complete listing of these contests and activities may be found in the School Counseling Office or the Principal's Office.

#### **STUDENT ACTIVITY CARD REQUIREMENT**

As a means of contributing to the support of the entire activities program at Blair High School, all students that participate in any sport or activity at the High School level will be required to purchase an activity card prior to participation in that sport or activity. Purchasing an activity card once during the year will allow students to participate in any or all of the sports programs or activities offered at Blair High School. All sports and activities offered at Blair High School are listed in the "Co-Curricular Activities Program" section of this handbook. Students are encouraged to purchase their activity card at the beginning of the school year in order to get the most benefit from the card. The cost of a student activity card is \$60.00. If an activity has any of the following the activity card needs to be purchased:

- Have a paid sponsor
- Travel
- Entry Fees
- School purchased uniforms
- Any other expenses paid by the school

#### **GUIDELINES FOR ACTIVITIES DURING THE SCHOOL DAY**

A. A student can miss no more than three days (four or more periods equal one day and three or less periods equal one-half day) for VARSITY LEVEL activities per season unless cleared by the Activities Director and Principal. If the activity is scheduled all year, the student can miss a maximum of three days each semester. This excludes District and State Competition, but includes National Events.

B. Students will not be released from school for activities below the varsity level, unless cleared by the

Activities Director and Principal.

C. Activity trips are not to exceed a one-way distance of fifty (50) miles unless proposed by the Principal and given final authorization by the Superintendent of Schools. (Classroom field trips must adhere to Board Policy 607.05.)

D. The Principal may disallow students to participate in co-curricular or academic trips during school time, if the student has had excessive absences, trancies, tardies, unsatisfactory classroom performance, disciplinary considerations, or any conflicting considerations.

E. Field trips and activities conducted during the normal scheduled classroom period are not considered school time missed.

#### **STUDENT SENATE**

The purpose of the Student Senate is to: (1) encourage student participation in activities, (2) to provide a means of creating a better fellowship and understanding between faculty and students and among students themselves, (3) promote the general welfare of the school and (4) provide an opportunity for student participation in decision making.

The High School Student Senate consists of five representatives elected from each class plus five officers. The representatives are divided equally among the four high school grades with each class electing their own representatives.

#### **CLASS GOVERNMENTS**

Class officers are elected at the beginning of the school year. Each class functions as an organization for specific purposes that may vary from year to year.

#### **ATTENDANCE AT AN ACTIVITY**

Students attending any school activity (including school dances and all athletic events) may not leave and reenter an activity.

#### **SCHOOL CLUB AND ORGANIZATION OFFICE**

The school encourages students to participate in activities and organizations of the school. However, so that no student accepts more responsibility than is reasonable, the following rule shall apply: no student may serve as president of more than one organization, club, or class during the school year.

#### **SEMESTER GRADUATES**

Students who graduate at semester cannot hold office in school organizations. They cannot continue to participate in school activity programs after the end of the first semester.

#### **WEDNESDAY AND SUNDAY ACTIVITIES AND PRACTICES**

The school works cooperatively with the churches in the community; activities are not scheduled on Wednesday evening or Sunday. Exceptions to this will occur only when an activity is a state-sponsored activity or for special performances or activities approved by the Superintendent of Schools. Practices on Wednesday will end by 6:15 p.m.; practices on Sunday will be allowed if there is a Monday performance and approval is granted by the activities director.

#### **SCHOOL CANCELLATION**

If school is dismissed early because of inclement weather, all scheduled practices and activities will be canceled for that day. When school is dismissed for more than one day, or dismissed early for other reasons, activities and practices are scheduled at the Superintendent's discretion.

#### **SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION**

Students must be in attendance a full day of school in order to take part in an activity (practice or performance) scheduled that same evening unless the absence has been excused in advance of the absence. If the activity is scheduled during the school day, a student must be in attendance that part of the day preceding the activity unless excused in advance. Students participating in activities must be in attendance at school, on time, the day following an activity. Students missing the day following a school activity may not be allowed to participate in the next activity or performance.

### **STUDENT INSURANCE**

A student accident insurance policy, as well as coverage for participation in some athletic events, is offered to students at the beginning of the school year. There are varying fees for different coverage, and students and parents interested in this insurance should contact the Activities Director's Office for more information.

### **PURCHASE ORDERS**

Students must obtain purchase orders from their club and organization sponsors when purchasing items, which will be charged to a particular activity fund account. These purchase orders must be signed by the Principal. Students may be personally liable for all purchases not having the proper signatures and authorization.

### **FUNDRAISING**

All fund raising projects must be of an appropriate form and scheduled through the activities director. Each request must be approved by the Superintendent and a purchase order number acquired before materials can be ordered. Each organization is limited to one fund raising project per semester and is solely responsible for collection of funds.

### **SCHOOL SUSPENSION**

Students suspended from school are ineligible to participate or attend any school activity or attend any practice during the period of suspension.

### **FIELD TRIPS**

All field trips are to be approved by the Principal's Office and should be completed before May 1. The scheduling of buses must be done at least two weeks prior to the date of the event. Transportation requests are to be submitted to the activities director. Teachers supervising buses should read the bus regulations closely and insist that students follow the rules.

Students are not allowed to drive on field trips. This pertains to all school-sponsored trips and is restricted for reasons of insurance and liability.

All students attending a field trip must have a permission slip signed and on file with the teacher sponsoring the trip prior to the trip. Field trip permit forms may be obtained in the school office.

### **SCHOOL BUS ACTIVITY RULES**

The school bus rules are to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulation for a problem.

The following rules of conduct must be followed by all students while riding the bus:

1. The sponsor is in full charge of the busload of students. Students shall comply promptly and cheerfully with requests. In the event that the sponsor does not control the students, the driver is directed to speak to the students. If this does not work, the driver is then to return immediately to Blair with the load of students.
2. The sponsor may assign students to seats.
3. Students must be on time. The bus cannot be detained for those who are tardy.
4. Unnecessary conversation with the driver is prohibited.
5. Except for ordinary conversation, students shall observe quiet conduct on the bus; singing and cheering in unison will be allowed, but not screaming or unnecessary yelling.
6. Students will not throw waste on the floor of the bus or out the windows.
7. No part of the student's body shall be extended out the bus window at any time.
8. Students should remain seated while the bus is in motion and for the duration of a trip.
9. Damage to the bus shall be reported to the driver.
10. Seats may not be reserved.
11. Students must be quiet while the bus is stopped for railway crossings.
12. Students should not leave the bus from the emergency door except in an emergency.
13. Everyone who rides on the bus to an event must return to school on the bus.
14. Food is fine, but do not make a mess. All trash must be picked up, brought to the front of the bus and deposited in the trash container there.
15. Loose cans or bottles cannot be allowed on the bus. Pop may be taken on activity trips; however, beverages must not be consumed by students, drivers or sponsors while the bus is transporting students to and from an

activity.

16 Drivers are not responsible for personal belongings left on the bus.

Time schedules may vary slightly with a seasonal change of activity. It is the activity bus rider's responsibility to know that schedule when it is announced. Any student that is in an activity is expected to ride the activity bus. If for some reason the student must ride with his/her parents, then the parents are responsible to contact the activity sponsor and ask for permission. The activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students. No student may drive his own vehicle to or from an activity when participating in that activity.

### **CODE OF CONDUCT**

Whether you are a spectator or participant, school policies apply at all school-sponsored events. Co-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced. In addition, certain extra requirements for students involved in co-curricular activities may be enforced.

Refer to the Athletic Code of Conduct for athletic participants in addition to regular school rules and policies, and talk to your activity sponsors for more information.

### **CO-CURRICULAR ACTIVITY PHILOSOPHY**

Any great tradition is a long time in building; it takes the hard work of many young adults and the loyal support of parents and community. As a member of a Blair co-curricular activity group, you have inherited a tradition that is one of the finest in the State. We believe in excellence and that total effort must be exerted to finish first; however, it is the striving, not necessarily the arriving, that brings out the best in a person. Some good must result in the attempt a team or group makes to win. Winning is merely one result of that attempt. There must be a complement to that win, which naturally comes to the group, which also made the attempt but lost. You automatically assume a leadership role when you are involved in a co-curricular activity. The student body, the community, and other communities judge the school by your conduct and attitude, both at school and away. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make BLAIR proud of you, and your community proud of Blair High School.

### **DRUG FREE ACTIVITY STATEMENT**

The faculty at Blair High School is committed to endorsing a "Drug Free Lifestyle" for the students of our school. The drug-free lifestyle for students means no illegal use of any drug or alcohol. The adult commitment to appropriate drug-free role modeling means no use of illegal substances and responsible use of legal substances.

### **BLAIR COMMUNITY SCHOOLS DRUG AND ALCOHOL POLICY FOR STUDENTS INVOLVED IN ACTIVITIES**

No participant in any Blair High School activity may be involved in the use of tobacco, engaging in the unlawful possession, selling, dispensing, or use of illegal drugs, inhalant, or alcoholic beverages. The district may use drug dogs or other detection devices in the enforcement of this policy.

The following penalties will be invoked if involvement occurs between the opening day of practice and the conclusion of the season and/or state tournament when such activities are sponsored by the Nebraska School Activities Association, Blair Community Schools, or any other organization recognized by the school district.

Students who are involved and/or participate in special school events, such as Homecoming, Jr/Sr Prom, parades, speaking events, field trips or other events as determined by the principal, may be subject to these penalties.

1. **FIRST OFFENSE** - Will result in a two-week suspension from interscholastic contests or activities. If no contest or activity occurs within the two-week suspension, the student will miss the next scheduled event following the suspension. The student must continue to attend and participate in all practices and meetings during the suspension.

2. **SECOND OFFENSE** - Will result in the forfeiture of all privileges of participation in the sport or activity, including practices, for the remainder of the duration of that season.

3. **THIRD OFFENSE** - Will result in forfeiture of all privileges of participation in all sports and activities for that school year.

### **SENIOR HIGH ACTIVITIES OFFERED**

**MCC** - (Medical Careers Club) is a student organization whose goal is to assist those students desiring to enter a healthcare profession, through state and national competitions and activities. The club is open to students taking

courses related to the healthcare field (anatomy, biology, etc.)

Membership is open to students in grades 9-12 who have taken a Family and Consumer Sciences Course.

**FBLA** - The Future Business Leaders of America is a career and technical student organization for students in grades 9-12 who are interested in business and business-related careers. This active organization provides many opportunities for students to develop strong leadership skills, complete valuable school and community service projects, and learn more about career options.

**FFA** - The Future Farmers of America is a club for students 14 to 21 years of age and interested in Agri-Business. Members of the organization may study Ag production, resources and supplies, processing, horticulture, conservation, and related areas. The goals of the organization are to improved agriculture, better local communities, promote better home living, and develop responsible citizens.

**SkillsUSA** - The national student organization serving, trade, industrial, technical and health occupations education students with leadership, citizenship and character development programs and activities. Chapter activities are considered an essential and integral part of the students' development. Skills USA's mission is based upon the premise that the crafts person and technician must have more than just technical skills.

**Foreign Language Clubs** - The Spanish Club promotes activities that are associated with Spanish and French speaking people and their cultures.

**Bear Tracks** - This newspaper is published by students in Advanced Journalism once or twice a month, representing newspaper reporting in miniature form.

**Tattler** - This annual yearbook publication depicts the yearly activities that occur at Blair High School.

**Drama** - A three-act play is presented in late fall and a musical in the spring. Any senior high student is eligible to try out for any of these productions. Students may become involved in the annual Conference, District and State One-Act Play and Speech contests sponsored by the Eastern Midlands Conference and Nebraska School Activities Association. These activities are often presented to the public. The Drama Department also produces a play for the elementary students during the winter months.

**Forensics (Speech/Debate)** - Students are eligible to participate from November through early April. Speech contests are held in the Omaha area during the year; Conference, District, and State Competition are held in the spring.

National Forensics League is an honor organization that rewards participation and achievement in Forensics activities. Membership is based on points acquired by participation and established by the NFL.

**Instrumental Music** - The Instrumental Music Department offers marching band, concert band, jazz band and various small instrumental groups designed for students of different abilities and interests.

**Vocal Music** - Mixed Chorus, Concert Choir, Show Choir and various small groups that audition from the large groups are offered.

**National Honor Society** - The Honor Society is affiliated with the National Honor Society of Secondary Schools. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, and to develop character in the students of Blair High School.

### NATIONAL HONOR SOCIETY SELECTION

The Blair High School Faculty Council shall consider the following criteria in selecting and retaining students for membership in the Blair High School chapter of the National Honor Society:

- A. Scholarship-minimum 3.5 cumulative grade point average
- B. Character-

The student of character:

Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability).

- Cooperates by complying with all school policies and regulations and codes of student conduct.
- Takes criticism willingly and accepts recommendations graciously.
- Demonstrates the highest standards of honesty, academic integrity, and reliability.
- Regularly exhibits courtesy, concern, and respect for others.
- Complies with instructions and rules, and displays personal responsibility.

### C. Leadership

Under the NHS guidelines, a student is considered to have acceptable leadership if he or she exhibits the following qualities:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully hold school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted

### D. Service

The student who serves:

- Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girls Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

**Quiz Bowl** - Students may try out for and participate in a number of Quiz Bowl activities. Yearly events include the annual Eastern Midlands Conference Academic Championships, Peru State Contest, State Fair Competition, Brain Stormers, along with various other events.

**Thespians** - Membership into this organization is acquired through a point system set by International Headquarters. Points are acquired through participation in theatrical events during the school year.

**Cheerleading** - Students on the Cheerleading Squad are given the responsibility of encouraging school spirit, demonstrating sportsmanship at athletic events, conducting pep rallies, decorating the building, Homecoming, and downtown windows. They are elected in the spring and are under supervision of the Cheerleading Sponsor. Students trying out for Cheerleading must have a 2.0 grade point average. Those making the squad must maintain that average.

**Dance Team** - The Dance Team consists of 10-16 members who are selected in the spring of the year and directed by the Dance Sponsors. These students perform for home boys and girls basketball games, and during homecoming week. Team members attend a summer camp each year. The group is also active in various activities throughout the year. Students trying out for Dance Team must have a 2.0 grade point average. Those making the Team must maintain that average.

**B-Club** - The B-Club is available for any student who has earned a letter in an athletic event.

## HIGH SCHOOL ATHLETIC PROGRAM Role of the Student Athlete

Blair High School encourages student participation in the athletic program and attempts to involve as many students as possible. High school athletics is a competitive experience; therefore, not all who try out make the team, nor do all those who make the team receive the same participation opportunities in contests. Student athletes who are members of teams are expected to demonstrate character that promotes team unity, such as respect, cooperation, and unselfishness. Ultimately, the participation level of individuals is a coaching staff decision.

1. You should participate for the enjoyment of the activity and the benefits it may offer.
2. Your goal shall be to win with honor, but the real emphasis should be on the satisfaction of having given your best possible performance and your maximum contribution toward a team effort.
3. Your action will at all times be governed by the rules of good sportsmanship.
4. You must learn to be humble in victory, and in defeat to analyze the loss to constructive means for improvement.
5. All opponents will be considered worthy, respected challengers - not enemies to be defeated.

### **Role of the Spectator**

The Board of Education has adopted the following policy for all Blair High School Activities: Sportsmanship, ethical conduct, and integrity are the responsibility of all spectators (including students).

1. Spectators should learn the rules and tactics of the game, and accept the judgments of the coaches and officials.
2. Spectators should cheer positively. Show appreciation of good effort and plays by both teams. Do not lessen the contest with profanity, degrading language or gestures.
3. Spectators should respect players, coaches, and fans.
4. Spectators should not address or respond in a negative manner to any player, coach, spectator, or official.

Spectators are invited to attend co-curricular activities as guests of the school district. Any spectator, including students, parents, or other adults, who behave in a manner inconsistent with school district expectations and this policy shall be removed from the event by school representatives. Restricted attendance at future events may be enforced. (Board of Education Policy 504.03R1, Sportsmanship)

## **ATHLETIC CODE OF CONDUCT**

### **Appearance:**

1. Athletes will always be neat, clean and well-groomed while participating.
2. All athletes will take pride in their dress and appearance. No outlandish dress or attire will be permitted.

### **Practices:**

1. Athletes are expected to attend all practices. Should an athlete not be able to attend a practice and is at school all or part of the day, he/she must notify the coach, activities director, or school administrator. Students may be required to attend practice and not participate as determined by the coach.
2. Unexcused absences will be handled in the following manner:
  - a. First offense will result in the athlete missing the next scheduled contest.
  - b. Second offense same as first offense with conditioning for one week.
  - c. Third offense will result in dismissal from the squad for the season.

## **ATHLETIC PROGRAM**

### **FALL SPORTS**

**Football** - A complete football program is offered in the fall of the school year. It consists of varsity, junior varsity and freshman programs with all levels of competition playing an interscholastic schedule.

**Cross Country** - A complete varsity and junior varsity interscholastic schedule is offered boys and girls in grades 9-12.

**Girls Golf** - A complete interscholastic schedule is offered to girls (9-12) in the fall of the school year.

**Volleyball** - Volleyball is offered to all girls in grades 9-12. A separate schedule of interscholastic competition is offered for freshmen, junior varsity and varsity.

**Girls Softball** - A complete varsity and junior varsity interscholastic schedule is offered for girls in grades 9-12.

### **WINTER SPORTS**

**Boys Basketball** - The basketball program consists of interscholastic competition on the freshman, reserve and varsity levels.

**Girls Basketball** - The girls basketball season coincides with the boys basketball program. Interscholastic competition is offered on the freshman, reserve and varsity levels.

**Wrestling** - The wrestling season coincides with the boys and girls basketball season. A varsity and junior varsity schedule is offered to all students in grades 9-12.

### **SPRING SPORTS**

**Boys Track** - All boys in grades 9-12 have the opportunity to compete in track events during the spring season. A freshman, junior varsity and varsity interscholastic schedule is offered.

**Girls Track** - Girls track is offered to all girls in grades 9-12; freshmen compete with 10-12 competitors. A complete interscholastic schedule is offered.

**Boys Golf** - A varsity and junior varsity interscholastic schedule is offered to all boys in grades 9-12 who wish to compete in golf.

**Boys Soccer** - A varsity and junior varsity schedule is offered to all boys in grades 9-12 who wish to compete in soccer.

**Girls Soccer** - A varsity and junior varsity schedule is offered to all girls in grades 9-12 who wish to compete in soccer.

**Boys Baseball** - A varsity and junior varsity schedule is offered to all boys in grades 9-12 who wish to compete in baseball.

**Girls Tennis** - A varsity schedule is offered all girls in grades 9-12 who wish to compete in tennis.

### **WEIGHTLIFTING**

Weightlifting is offered in the summer and after school during the school year to any student. Athletes not involved in a sport are encouraged to participate in weightlifting during the off-season; athletes involved in a sport are encouraged to participate during the season.

### **ATHLETIC ELIGIBILITY**

In order to represent Blair High School in interscholastic athletic competition or any school activity, a student must abide by the eligibility rules of the Nebraska School Activities Association.

If you do not understand any of the rules listed below or you need an explanation of other requirements, consult the high school principal or activities director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 20 hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade 9, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. Each sports season ends with its respective state meet.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she

- is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
  11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in district.)
  12. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade 12 and has attended the high school for two more years, the student is eligible for that school year in the school district from which the parents moved.)
  13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Activities Director for his review and a ruling.
  14. A student shall not participate in a contest under an assumed name.
  15. A student must maintain his/her amateur status.

#### **PHYSICALS AND PARENTAL PERMISSION**

Provisions are made for all athletes in grades 8-12 to receive physicals through the Blair Schools at the Blair Clinic. Any student who is unable to attend the regularly scheduled physical time must schedule and pay for his/her own physical. Seventh grade school physicals are accepted in place of the athletic physical.

Additionally, parents must sign the parental permission portion of the physical card before a student is allowed to participate in an athletic program.

Both portions of this card are kept in the Activity Director's Office.

#### **TEAM TRAVEL**

The Blair District provides transportation to and from athletic contests. Team members are expected to travel to and return from a contest by the same mode of transportation. Exceptions are made only when absolutely necessary and then permission must be granted by word of mouth directly to the athlete's parents from the coach or sponsor.

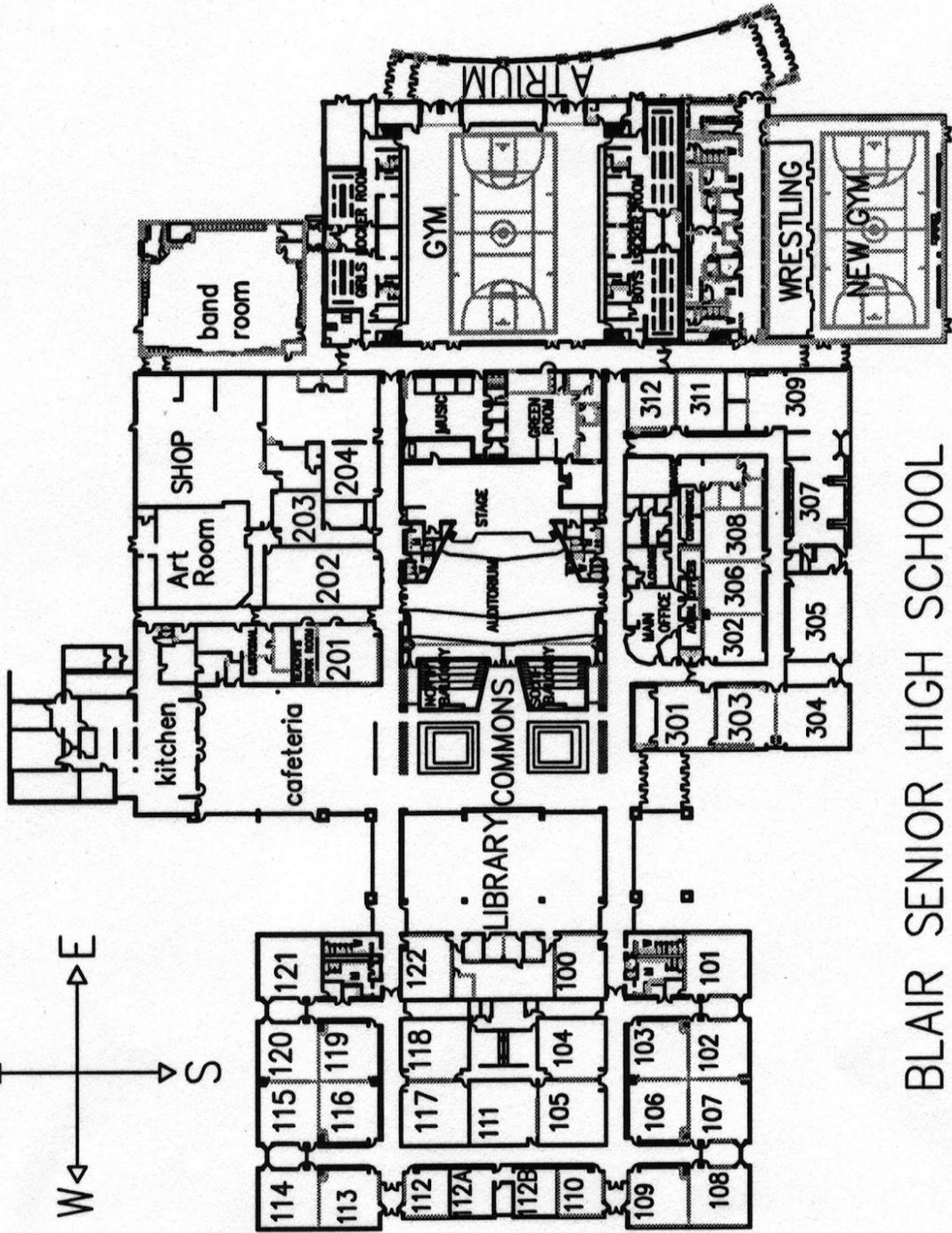
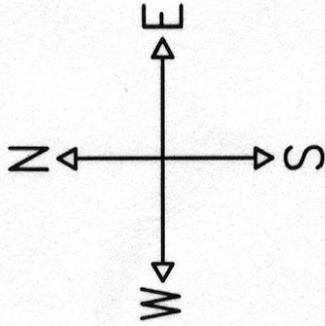
#### **QUITTING A SPORT**

If a student is participating in one sport during a season and decides to quit that sport and participate in another sport during that same season, the student shall be restricted from practice or competing in an event for seven school days. This change must be approved by the coaches of both sports. No student who has practiced or competed in one sport will be allowed to change to another sport if the district or state meet in the student's former sport is in progress or has been completed, or the season has ended.

#### **UNIFORM USAGE FEE**

All students that are involved in any activity that requires the use of a uniform, purchased by the School District, will be charged a \$10.00 fee per activity for uniform usage. This fee must be paid, in full, prior to the issuing of a uniform to the student. Parents or students with questions should contact the Activities Director for more information.

**MAP OF BLAIR HIGH SCHOOL**



BLAIR SENIOR HIGH SCHOOL

## EASTERN MIDLANDS CONFERENCE

### BLAIR

**Tammy Holcomb**, Principal  
**Dan Hutsell**, A.D.  
440 North 10<sup>th</sup> St. Blair, NE 68008  
Phone: 402-426-4941

### NORRIS

Nate Seggerman, Principal  
Mitch Stine, A.D.  
Rural Route 1. Firth, NE 68358  
Phone: 402-791-0010  
Directions: Hwy 133 South  
I-680 South  
I-80 West to Lincoln  
Hwy 77 South  
S66E East  
S34B North 2 Miles

### PLATTSMOUTH

Todd Halvorsen, Principal  
Keith Maly, A.D.  
1724 8<sup>th</sup> Ave., Plattsmouth, NE 68048  
Phone: 402-296-3322  
Directions: Hwy 75 South thru Omaha  
South Kennedy Expressway  
Hwy 75 South  
Right on 8<sup>th</sup> Ave. in Plattsmouth  
1 Block – School is on the South (or right)

Matt Blomenkamp, Principal  
Greg Lamberty, A.D.  
16610 Bennington Rd., Bennington, NE 68007  
Phone: 402-238-2447  
Directions: South on Hwy 133  
West on Hwy 36  
South on Co. Rd. 60  
West on Bennington Rd. 1 mile

### ELKHORN

Dan Radicia, Principal  
Mark King, A.D.  
1401 Veterans, Elkhorn, NE 68022  
Phone: 402-289-4239  
Directions: Hwy 30 West  
Hwy 31 South  
Drive thru Elkhorn  
Left (or East) on Veterans Dr.

### NEBRASKA CITY

Brian Hoover, Principal  
Matt Koehler, A.D.  
141 Steinhart Pk. Rd. Nebraska City, NE 68410  
Phone: 402-873-3360  
Directions: Hwy 75 South thru Omaha  
South Kennedy Expressway  
Hwy 75 South past Plattsmouth  
Left (or East) off Hwy 75

### WAVERLY

Megan Myers, Principal  
Brad McMillan, A.D.  
13401 Amberly Rd, Waverly, NE 68462  
Directions: Hwy 30 West  
Hwy 31 South  
Hwy 6 West  
Drive thru Ashland, Greenwood

### BENNINGTON

## BLAIR HIGH SCHOOL HALL OF FAME

**PURPOSE:** The purpose of the Blair High School Hall of Fame is to recognize those students who, during their high school years, have achieved a level of excellence deserving of recognition in the areas of academics, athletics, and activities.

**ELIGIBILITY:** Those students who are eligible to be inducted into the Blair High School Hall of Fame must meet at least one of the criteria in any one of the categories listed below.

### 1. Athletics

- A. A member of an All-State Team as selected by the Omaha World Herald or Lincoln Journal Star.
- B. An Individual Event Champion at the state level in any N.S.A.A. sanctioned state championship contest.
- C. State Championship Teams (N.S.A.A. sanctioned sport).
- D. Member of Nebraska Coaches Association All State Team (cross country and golf only).

### 2. Activities

- A. An Individual Event Champion at the state level in any N.S.A.A. sanctioned state championship activity.
- B. State Championship Teams or Casts (N.S.A.A. sanctioned activity).
- C. Music Distinction.
  - 1. Instrumental Criteria (A, B, and C must be met).
    - a. Selection and participation in the all state band, orchestra, or jazz band 3/3 years;  
**OR**, selection and participation in all state band orchestra, or jazz band 2/3 years;
    - b. Four (4) superior solo ratings (Elkhorn and Districts).
    - c. Outstanding member award.
  - 2. Vocal Criteria (A, B, and C must be met).
    - a. Selection and participation in the all state choir 2/3 years; and participation in all state choir 2/3 years.
    - b. Two (2) superior solo ratings at district music contest.
    - c. Recipient of 1 of 2 outstanding member awards.

### 3. Academics (Academic Distinction) (criteria A and B must both be met or any one of criteria C and D)

- A. Top 5% of the Senior Class (based on class rank as of the end of the first semester of the senior year.).
- B. A composite score of a 33 or above on the ACT test or a composite score of a 2180 or above on the SAT test.
- C. A National Merit Scholar.
- D. A Presidential Scholar.

### 4. Dramatic Arts Distinction (criteria A, B, C, and D must all be met)

- A. Attain the rank of Honor Thespian at Blair High.
- B. Participate in a minimum of 10 plays at Blair High School, choosing from the Fall Play, One-Act Play, JV/Children's Play, Musical. (16 plays in four years are possible.)
- C. Successfully complete at least 3 lead or major parts from the areas of:
  - 1. acting
  - 2. directing (student director, music director, choreographer, stage manager)

3. technical direction (lighting and/or sound technician, set foreman, scenic artist, properties manager)
  4. costume/makeup design
  5. theatre business (publicity manager, sales manager)
- D. Receive at least three of the following awards:
1. Best Actor/Actress, Blair High School
  2. Best Technician, Blair High School
  3. Best Thespian, Blair High School
  4. Superior Rating in an Individual Event, Nebraska Thespian Festival.
  5. Member of first place group event, Nebraska Thespian Festival.

**SELECTION:** Any senior who has met the eligibility criteria will be inducted into the Blair High School Hall of Fame.

**INDUCTION:** Induction ceremonies for the Blair High School Hall of Fame will be held at the annual Honors Night for all recipients. The High School Principal will present the awards. Students will only be inducted into the Blair High School Hall of Fame during the school year they will graduate from Blair High School. Teams will be inducted during the year in which the Honor was received.

**AWARDS:** Each recipient will have a plaque, with a 5" x 7" picture of the student, placed in the Hall of Fame display case. The plaque will carry the appropriate description of the student's achievement and year of graduation. All student photographs will be formal "graduation type" pictures. Teams will be displayed as an 8" X 10" group picture and in the uniform of the particular sport involved.

**COMMITTEE MEMBERS:** All head coaches, and activity sponsors of N.S.A.A. state sanctioned activities, vocal and instrumental Music Directors, the High School Counselor(s), the High School Principal, the High School Activities Director, and the District Superintendent will serve as the Hall of Fame Committee. The High School Principal will chair this committee.

**MEETINGS:** The Blair High School Hall of Fame Committee will meet annually on or about the 1st Monday in March to select the students to be inducted into the Blair High Hall of Fame.

**CHANGES:** Any changes in the eligibility for membership in the Blair High School Hall of Fame can be made only by a majority vote of all committee members. Any approved change will take effect during the school year following the affirmative vote (i.e., a change approved on March 1, 1989 will take effect beginning with the 1989-90 school year).



# STANDARD™ RESPONSE PROTOCOL

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



## LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

### STUDENTS:

- Return to inside of building
- Do business as usual

### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

### STUDENTS:

- Move away from sight
- Maintain silence

### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

### SAMPLE HAZARDS:

- Tornado
- Hazmat

### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

### STUDENTS:

- Appropriate hazards and safety strategies

### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

# Report it!

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

## REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

## 4 EASY WAYS

 <http://1641.alert1.us>

 [1641@alert1.us](mailto:1641@alert1.us)

 712.227.5375

 Text your tips  
to 712.227.5375



# Gerald Otte Blair Middle School

555 Jackson Street  
Blair, NE 68008  
402-426-3678

Student and Parent Handbook **2020-2021**  
~~2019-2020~~



**The Blair School District does not discriminate on the basis of race, color, national origin, sex, marital status, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.**

**TO THE STUDENTS:**

The Otte Blair Middle School Faculty and Staff welcomes and wishes you a successful school year. The Blair Community School District is one of the finest, not only in the state of Nebraska, but in the entire nation. This is due to the efforts and tremendous support of the community, the Board of Education, parents, staff and most important of all an excellent student body.

The purpose of the Student/Parent Handbook is to give a better understanding of the policies and procedures, which are part of everyday life at Otte Blair Middle School. It will also help to explain our instructional program, school activities, and overall student expectations. Take time to share this handbook with your parents so they also can become aware of the many opportunities, educational offerings and challenging experiences you will encounter this school year.

In continuing the rich tradition at the Otte Blair Middle School, we look upon each student as being important. The goal is to provide a quality educational environment in a safe, positive atmosphere. The middle school years are a time of great social, physical, and academic change.

The success and achievement you strive for will not be possible unless you live a healthy lifestyle. The staff at Otte Blair Middle School has committed itself to promote a “Drug Free Lifestyle” for the youth of our school and community. We hope and expect you to be part of this “lifestyle” and work to achieve your potential.

We challenge each student to set goals and work hard to reach academic and interpersonal excellence. Great tomorrows begin today, and it is important to set a quality educational environment at our school and to develop a positive reputation for it. Have a productive year, and we look forward to working with you.

Sincerely,

Otte Blair Middle School  
Faculty and Staff

# **BLAIR COMMUNITY SCHOOLS MISSION STATEMENT**

**The Blair Community Schools . . . . .Where All Students Learn**

**We believe the following:**

- ❖ Each child is unique with special talents.
- ❖ Human diversity is recognized and expected.
- ❖ Each student will achieve proficiency of essential content and skills.
- ❖ Change is necessary for continued growth.
- ❖ Efficient and effective use of technology will improve student learning.
- ❖ Frequent and varied assessments are essential for effective education.
- ❖ A supportive environment nurtures, challenges, and encourages students to reach their full potential.
- ❖ A safe and secure environment, including mutual respect and self-discipline, is essential for student learning.
- ❖ A partnership with the community, home, school, and student is necessary for student success.
- ❖ Thinking and problem solving skills are essential for student learning.

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***Break the Code of Silence***  
*For 24 Hour Anonymous Reporting*

***Blair Area Crime Stoppers***

Text Message: C-R-I-M-E-S (274-637)      Use the keyword: CRIMETIPS  
Click the Crime Stoppers logo at [www.blairpolice.org](http://www.blairpolice.org) to submit a tip online

***Nebraska Crime Stoppers*** 1-800-422-1494  
[www.nebraskacrimestoppers.co](http://www.nebraskacrimestoppers.co)

**OTTE BLAIR MIDDLE SCHOOL 6<sup>th</sup> - 8<sup>th</sup> STUDENT/PARENT HANDBOOK -- AVAILABLE ONLINE**

The 2019-20 Otte Blair Middle School 6<sup>th</sup>-8<sup>th</sup> Student/Parent Handbook of Blair Community Schools is available on the Internet. Please go to Otte Blair Middle School webpage at [www.blairschools.org/oms](http://www.blairschools.org/oms) and click the "Handbook" icon. The availability of the Handbook on the Internet allows students and parents easy access to the document and to quickly find answers to questions. This option also allows the school district to save on the cost of printing and disseminating hard copies.

Please complete and return this form by ~~Friday, August 16, 2019~~ **Friday, August 21, 2020**

- Thank you for providing the **2020-2021** ~~2019-20~~ **OBMS 6<sup>th</sup> - 8<sup>th</sup> Student/Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.**
- I prefer a paper copy of the **2020-2021** ~~2019-20~~ **OBMS 6<sup>th</sup> - 8<sup>th</sup> Student/Parent Handbook.**

**RECEIPT OF THE ~~2019-20~~ 2020-2021 OBMS 6<sup>th</sup>-8<sup>th</sup> STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the ~~2019-20~~ **2020-2021** OBMS 6<sup>th</sup>- 8<sup>th</sup> Student/Parent Handbook of Blair Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Blair Community 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 the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Student's Name PRINTED

\_\_\_\_\_  
Date

**MEDIA RELEASE**

In accordance with Board of Education policies student names, photographs, and other work (ex: artwork, writings, etc.) may be released to news media outlets, used in school publications, or placed on district websites. The District understands that some parents may not wish for names, photographs, and other work to be released to the media, used in school publications, and placed on district websites. Please indicate your choice by checking the box below, sign, and return to the school office.

- My child's name, photograph, and other work **CAN BE RELEASED** to news media, placed in school publications, or used on school web pages.
- DO NOT ALLOW** my child's name, photograph, and other work to be released to news media, placed in school publications, or used on school web pages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*Typical school publications might include: yearbook, school web page, monthly newsletter, or annual report. Typical news media outlets may include local newspaper, regional newspaper, or regional television stations.

## STUDENT AND PARENT HANDBOOK CONTENTS

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### Student Questions About...

Lockers	Main Office
Lost and Found	Main Office
Schedules	Counselor
Student Activities	Main Office
Classroom/Teachers	Principal
Fines/Fees	Main Office
Absences	Main Office
Lunch Information	Main Office

### General Student Expectations

- Have a positive attitude while at Otte - Blair Middle School.
- Have personal pride in yourself and your school.
- Grow toward independence and responsibility.
- Accept responsibility/consequences for your behavior.
- Treat people and property with respect.
- Cooperate with all adults.
- Adhere to the rules.
- Have regular attendance.
- Be on time.
- Do your best work.
- Behave cooperatively and courteously.

### General Student Guidelines

- Choose behaviors that are safe, courteous and do not disrupt the learning of yourself and others.
- Always walk.
- Talk in normal voices.
- Listen and follow directions of school personnel.
- Use proper language.
- Keep hands and feet to yourself.
- Dress appropriately.
- Leave toys, candy, gum, skateboards, hoverboards, electronic devices and non-school supply items at home.
- Book bags must be left in your locker.
- Hats may not be worn in the building.
- Coats and other outerwear need to remain in lockers during the school day.

**PARENT** (defined) - Wherever “parent” or “guardian” appears in the Student/Parent Handbook, it shall mean biological parent, adoptive parent or legal guardian.

## **ABSENCES and ATTENDANCE**

The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. Pupils who must be out due to reasons of health or family emergency may be returned to school on a written statement from parents or guardians to the attendance office.

### **ABSENCES - PARENTS**

Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of your school record. Please call the school office (426-3678) before 9:00 a.m. if your son or daughter is absent.

If your child must be out of school because of a reason other than health or family emergency, please call the office prior to the absence to arrange permission and a make-up work schedule. Students must get a pre-excused absence form and have it filled out by their teachers prior to the absence. If a student is absent for more than 3 days in a row, the school nurse may make a home visit to inquire concerning the nature of the absence.

### **EXCUSED ABSENCES**

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments which of necessity cannot be otherwise arranged, and emergency situations when a student is needed at home.

### **UNEXCUSED ABSENCES**

On absences marked as unexcused, credit will be given for work made up. This work has to be satisfactorily completed within forty-eight hours upon return. If a student is absent from school for hair appointments, shopping, oversleeping, missing school bus, etc., the absence will be considered unexcused. Students should be aware of the fact that an excuse from home does not necessarily mean an excused absence will be given. The Principal/Assistant Principal determines this.

### **ABSENCE - SCHOOL ACTIVITY**

If a student is absent from school because of a school activity (band trip, athletic event, field trip, etc.), the student does not need a parent note to be readmitted to school. He/she is responsible to each individual teacher to make up all work that is missed. Every effort should be made to complete all make-up work prior to an absence due to a school activity.

### **ABSENCES - MAKE UP WORK**

Students will receive one additional day to the total number of days absent. However, students are encouraged to complete their make-up work as soon as possible. Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period, an incomplete grade may be given. Such work must be made up within 2 weeks after the end of the grading period. No credit will be given for work not completed.

With the exception of in-school suspension, all work missed because of an unexcused absence will be given no credit. Also, any work not made up in the allotted time, except with the teacher's permission, will receive no credit.

### **APPOINTMENTS DURING SCHOOL HOURS**

Parents/students should try to make dental and doctor appointments, or other appointments of like nature, for after school hours. They should make sure that these engagements do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from the parents/guardians notifying the office of the reason for the absence.

## **ATTENDANCE POLICY FOR MIDDLE LEVEL STUDENTS**

Middle school is an age where lasting habits are cultivated, which help to ensure student success during the high school years. Attendance plays an important role in the academic progress of students during the middle level and high school years. It is hoped that by emphasizing good attendance habits while at the middle level, students will experience success at the high school level. By School Board Policy, all students must be in compliance with 79-201 of Nebraska School Law.

Notifications will be sent home for all middle level students. All notifications of absences listed below will be sent by regular mail to the student's parent or legal guardian on the following schedule:

- 5th absence.....1st notification
- 10th absence.....2nd notification
- 15th absence.....3rd notification
- 20<sup>th</sup> absence.....4<sup>th</sup> notification and County Attorney referral

## **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 laws. 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."

### **Excessive Absenteeism**

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. Verbal, written or electronic communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. One or more meetings 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:
  - a. Illness related to physical or behavioral health of the child;
  - b. Educational counseling;
  - c. Educational evaluation;
  - d. Referral to community agencies for economic services;
  - e. Family or individual counseling; and
  - f. Assisting the family in working with other community services.

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

### **Reporting Excessive Absenteeism to the County Attorney**

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.

Although attendance will not be the sole determinant as to whether or not a student will be promoted to the next grade, it will play an important role. Considered along with attendance will be a student's progress and achievement in class. A student's prompt and conscientious completion of make-up work will also be important in looking at a student's record.

## ***GENERAL INFORMATION: A to Z***

### **ACTIVITY, ADULT PASSES, ADMISSION PRICES**

Prices for admission to Blair High School athletic contests are \$6.00 for adults and \$4.00 for High School and younger students. For JV, 9th, and some traveling team contests, there will be an admission fee of \$3.00 for adults and \$2.00 for students. Preschool age children are free when accompanied by parents. An activity ticket, which will enable a middle school student to gain admission to all middle school and senior high activities for the entire year will cost \$60.00.

An adult pass is available for \$75.00, which enables the holder to attend home athletic events for the entire school year. Elementary students and children of preschool age, accompanied by a parent holding an adult pass, will be admitted free, or the child will be charged a student admission price if not accompanied by a parent. Admission prices for tournaments and post-season contests and other non-athletic activities may vary according to the activity. At times, passes are not accepted at these events.

All students participating in any school sponsored sport or activity, grades 7 - 12, will be required to purchase a student activity card before being allowed to participate in any sport or activity. Students in Grade 6 have the option to purchase an activity card if desired.

### **ACTIVITY ATTENDANCE**

Students absent from school will not be allowed to attend any activity scheduled on the same day, without prior administrator permission. Students attending a school activity may not leave and reenter the activity. This includes school dances and athletic events, as well as all school activities.

### **ASSEMBLIES**

From time to time the school body will assemble for lectures, entertainment and other purposes. Pupils are asked to act so that visitors will feel welcome. The more appreciative the audience, the easier it is to get good programs. Please show your appreciation for programs at the proper time.

### **AUTOMOBILES AND PARKING**

Students are not allowed to drive any vehicle during the school day without permission from their parents or legal guardian and the principal. The principal shall be the final authority in determining who may drive a vehicle during the day. Students who disregard this policy are subject to suspension from school. Students who abuse this privilege will forfeit the right to park in the school parking lot. Students must obey all traffic signs posted and adhere strictly to the 15 m.p.h. speed limit in the parking lot. Staff and student parking is located to the east of the OBMS gym.

### **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced in the daily announcements. Pupils responsible for putting notices in the daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.

### **BULLYING**

Bullying typically consists of direct behaviors that may include teasing, taunting, obscene gestures, threatening, and physical contact that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying can also occur through indirect actions that may include spreading rumors to create intentional exclusion that cause victims to be socially isolated. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation and targeting that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students who have been bullied or students that witness bullying are encouraged to report these actions to a teacher, counselor, administrator, or other trusted adult. All reports will be investigated and teachers and parents of the students involved will be contacted. Students who initiate bullying actions or are involved in such actions will be disciplined in accordance with the Blair Community Schools' discipline guidelines.

### **CARE OF PERSONAL PROPERTY**

Students are encouraged to bring only a minimum amount of money and NOT to carry large sums of money while attending school or school activities. Valuables are not to be left in unlocked lockers, dressing rooms, classrooms, or book racks. These items should be checked in at the Main Office, P.E. and Coaches' Office, student manager or with a BLAIR COMMUNITY SCHOOLS teacher. This is your responsibility. Cell phones, radios, tape players, IPODS/MP3 players, CD players, and handheld computer games are not allowed to be used or played during the school day, and consequently students are discouraged from bringing them to school.

### **CARE OF SCHOOL PROPERTY**

Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher in charge of the classroom. A teacher's desk and its contents are his/her personal property and should never be touched by any student.

Students are responsible for all equipment checked out to them and will be held responsible for any lost articles plus a possible fine for any damage beyond normal wear.

School pride and appreciation for the invested money of the taxpayers, our parents, demands the effort of every pupil for the careful preservation of the building and school property. Make it a point to take good care of it. Attempt to develop pride in keeping both the building and equipment as neat and clean as possible, since you are only using it temporarily.

A record is made at the beginning of the year of all property assigned to each pupil, his/her textbooks, band and athletic property, etc. For any property that shows excessive wear or abuse, a fine is assessed and must be paid.

Counters and tables are made to work on, not to sit on. Students who are seen doing so will be disciplined accordingly. The same is true of placing feet on chairs and/or tables.

### **CLOSED CAMPUS**

Otte-Blair Middle School operates under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:05 a.m. until 3:25 p.m. without permission of a student's parents or legal guardians and the principal.

All students leaving the building (for any reason) must receive permission from the Principal/Assistant Principal to do so. Students leaving without permission will be considered truant and dealt with accordingly.

### **COMPUTER LAB**

The computer lab adjacent to the media center is open for student use between 7:45 a.m. and 4:00 p.m. daily. At times during the school day, individual classes accompanied by a teacher will be using the lab.

All individual students using the lab must enter the lab through the media center. Before entering the lab the student must leave his pass at the media center counter and sign the computer lab check-in sheet. Computer software and special equipment is also available at the media center counter.

No food, drink, or gum is permitted in the lab. All student policies to be followed in making use of the computer lab are posted in the lab. Violations of any of the lab rules may result in loss of the use of the lab.

### **DANCE RULES**

1. All students who come to the dance are to stay inside.
2. Students will be permitted to leave early only with written or oral permission from parents.
3. All school rules apply to dances, since these are school-sponsored activities.
4. Only currently enrolled OBMS students are allowed to attend school-sponsored dances.
5. Middle level students are not allowed to attend high school dances.

### **DATING VIOLENCE PREVENTION**

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the 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. Dating violence training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

### **DETENTION**

Detention period is a time when the student is assigned to stay after school for any infractions of acceptable student behavior. Detentions occasionally are served before school or at other times, arranged at the teacher or administrator's discretion.

Students should fully understand that any staff member in the building has the authority to correct misconduct at any time.

Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes.

If a teacher issues a detention, the student will serve the detention with that teacher. The student has two days to serve the detention, that day or the following school day and must be in agreement with the teacher as to when it will be served. This may be before or after school.

If a student is issued a detention through the office, he/she will have two days to serve as well - that day or the following school day. Office detentions are to be served after school from 3:30 - 4:00 p.m. in a designated room, unless other arrangements are approved in advance by an administrator.

A detention not served on time will result in the detention being doubled. Students are not given an additional day to arrange transportation once they reach this level. Failure to serve a doubled detention will result in suspension. The suspension may be in or out of school.

### **DRESS AND GENERAL APPEARANCE**

Many aspects of child rearing belong in the home and are the responsibility of parents. We consider each student a representative of his/her parents and family. Good grooming and appearance, therefore, are important. Take pride in your personal appearance. The impressions you make are important to yourself and your school. If a student's appearance is such as to cause a spectacle, interrupts classroom activities, or embarrasses others, he/she will not be permitted to remain in school.

Appropriate clothing is to be worn by all students at Otte-Blair Middle School. The following items will not be acceptable for wear during school:

1. Excessively soiled, excessively cut/torn, excessively tight or revealing clothing (i.e. see through tops, strapless tops, midriff tops)
2. Shorts and skirts that are excessively short.
3. Shorts or pants that are pulled down or sagging below the waistline.
4. Clothing bearing logos for alcohol, tobacco, or drugs or clothing bearing profane or sexual messages, profanity, or gun violence.
5. Hats, do-rags, scarves, bandanas or other headwear, sunglasses, shower sandals, or other shoes not normally used for street wear.
6. Spaghetti straps (straps must be at least two-fingers wide) and other loose fitting, off-the shoulder tops, or low-cut tops.
7. Underwear worn as outerwear.
8. Coats and other outerwear need to remain in lockers during the school day.
9. Other clothing that is unnecessarily disruptive or inappropriate for the school environment.
10. Excessive drawing and writing on yourself and/or another student is considered distracting and therefore is not permitted.

When, in the opinion of the building administrator, a student is dressed or groomed in such a manner as to violate the Board of Education's policy, the school administration will advise the student of the violations and take appropriate action. When possible and appropriate, the administrator should contact the parents, present the problem and seek their cooperation. Should disciplinary action be required, Board of Education policies and state statutes will be followed. Students who miss school time in order to change into appropriate clothes will make up the time missed in detention periods.

### **EMBLEMS, COLORS**

The official emblem or mascot for the Otte-Blair Middle School is the bear. The bear is depicted in many forms on uniforms, banners, book covers, etc. The official school colors are purple, white and gold. These colors are used in various combinations on school uniforms, decorations, etc.

### **FOOD AND DRINK REGULATIONS**

Food and drink on any carpeted areas of the building is prohibited. Water in a clear container is the only liquid allowed on carpeted areas. All activities of this nature should take place only on the non-carpeted areas of the building.

Proper disposal of all drink containers will insure that the machines will stay in place. Soft drinks are not allowed in the classrooms. Resealable beverage containers are prohibited from school property. Students wishing to drink pop or juice at lunch must bring cans or drink boxes that may not be reused

### **HAZING (defined)**

Board of Education policy 504.14-Secret Societies, Initiations, Hazing, or Gang Activities prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the

good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

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

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

## **HEALTH REQUIREMENTS**

### **Immunizations and Physical Records**

Students enrolling in Kindergarten, entering 7<sup>th</sup> grade, or students who enroll for the first time into any grade from another state must have a physical examination by a physician, physician assistant or an advanced practice registered nurse, within six (6) months prior to entrance into school, to satisfy Nebraska State requirements as outlined in §79-214 (3). A Sports Physical will not be accepted in place of the physical examination for this requirement. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and pertussis vaccine.

In addition, a visual examination by a physician, a physician assistant, an advanced practice nurse, or an optometrist is required within six months prior to entrance into school of a child in Kindergarten, and students who transfer into any grade from another state. For more information about the vision requirement, including the availability of resources for low-income families, please contact the school nurse in your child's school.

Physical exam and vision exam forms, as well as waiver forms, are available in each school office or online at [www.blairschools.org](http://www.blairschools.org).

### **Immunization Records**

As of February 7, 2004, and prior to enrollment, students are required to be immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis B, and varicella. School records must show the month and year of each immunization for diphtheria, tetanus, pertussis, polio, hepatitis B, and varicella; month, day and year of each immunization for measles, mumps and rubella before students enter school.

Minimum requirements for school entrance:

1. MMR (Measles-Mumps-Rubella or MMRV): Need 2 injections, with the first dose given on or after the first birthday and the 2 doses separated by at least one month.
2. DTap, DTP, DT or Td (Diphtheria-Tetanus-Pertussis): need 3 doses, with one dose given on or after the 4th birthday. 7<sup>th</sup> grade only: 1 dose of Tdap (must contain pertussis booster); this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.
3. Polio Vaccine: need 3 doses.
4. Hepatitis B (Hep B): need 3 doses of pediatric Hep B vaccine or if alternate Hep B vaccine used, then 2 doses of adult vaccine specified for adolescents 11-15 years of age.
5. Varicella: 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

These are the minimum requirements for school entrance. Additional doses (boosters of DPT/Td and polio) are recommended but are not required by the state. Students not in compliance will not be permitted to enter school. Only the following exceptions apply:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by the parent or legal guardian and notarized.

3. Student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible substantiated by a signed statement from a physician.
4. Documented history of varicella disease from a parent or health care provider with year of infection constitutes evidence of immunity to varicella.

**Communicable and Contagious Diseases**

Children showing any signs or symptoms of a contagious or infectious disease will be evaluated by a school nurse and upon consultation with a parent/guardian, may be sent home. If a child has an illness that keeps him/her out of school for more than three days, the child should be under the care of a physician. The chart below outlines common childhood illnesses and diseases. For further information, please contact your child’s building nurse or family physician.

<b>Disease</b>	<b>Usual Incubation Period</b>	<b>Minimum Period of Exclusion</b>
Meningitis	2-10 days	Exclude for duration of illness.; return with documented physician approval.
Strep Infection, Strep Throat, Scarletina, Scarlet Fever	1-3 days	Exclude until fever-free and under treatment for 24 hours.
Chicken Pox	2-3 weeks	At least 5 days after the first eruption appears or until vesicles become dry.
German Measles	14-21 days for no less than 4 days	Exclude for duration of illness and after onset of rash.
Measles	10-14 days	Exclude for duration of illness and for no less than 4 days onset of rash.
Mumps	2-3 weeks	Exclude until swelling has subsided.
Fifth Disease	6-14 days	Exclude until fever and malaise are gone. May return with rash with documented physician's approval.
Impetigo 4-10 days	Exclude until brought under	Treatment as documented by doctor.
Scabies	Infection caused by mites. Lesions symptomatic after 4-6 weeks.	Exclude until the day after treatment is started.
Pediculosis (Lice)	Eggs hatch 1 week; mature in 2-3 weeks	Exclude until after appropriate treatment is started (and no live lice are found).
Conjunctivitis (Pink Eye)	24-72 hours	Exclude while symptomatic. May return when eye appears normal or with documented physician approval.
Pertussis (Whooping Cough)	7 days	Exclude until physician approves return with written documentation.
Enterobiasis (Pinworm)	Life cycle about 3-6 weeks.	Exclude until treated as documented by physician.

Hepatitis A	15-50 days	Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval.
Influenza	24-72 hours	Exclude for duration of illness.
Diphtheria	2-5 days	Return with documentation.

## MEDICATION AT SCHOOL

For the safety of all students, the following regulations will be enforced for medication at school:

- **All Medications:**
  - All medications brought to school, whether prescription or over-the-counter, must have a medication permit form filled out and signed by the parent or guardian. These are available in each school office or online at the Blair Schools website. All medications, whether over-the-counter or prescription, must be kept in the nurse's office. Medications brought to school in containers other than the original prescription or commercial container, or without a proper medication permit, will not be administered to the student at school. Such medication will be returned home at the end of the day and the parent will be notified.
- **Prescription Medication**
  - Prescription medication should be transported to and from school by the parent/guardian. In all cases, such medication is to be brought directly to the office for the principal or nurse to document and secure.
  - All prescription medication must be in the prescription bottle and properly labeled by the pharmacy with the student's name and directions for administration.
  - Medications brought to school are limited to a 30-day supply or 30 pills only.
  - Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician, or an updated prescription bottle that is properly labeled by the pharmacy with the student's name and directions for administration, is needed to change the dose given.
- **Over-the-Counter Medication (OTC)**
  - OTC medication such as acetaminophen, ibuprofen, or other OTC medications for minor health issues may be brought to school for student use, but must be brought directly to the office for the principal or nurse to document and secure.
  - OTC medications must be in the commercial container. OTC medication sent to school as individual loose doses/pills or in baggies, envelopes, or other containers not original to the OTC medication will not be given to the student.
  - Expired OTC medication will not be given, and will be sent home.
- **Stock Medication**
  - Schools do not provide any type of medication to students. Each student must provide their own medication per Medication at School regulations.
- **Asthma or Anaphylaxis Medications and Diabetes:**
  - In 2006, the State of Nebraska passed legislation providing for student possession and self-administration of prescription asthma or anaphylaxis medication, and for student self-management of diabetes at school and school-related activities. The school district has developed procedures and forms to implement the self-management plans, and these are available through the Director of Student Services office. Please contact your child's building nurse or principal for more information.

## HEALTH SCREENINGS

All students enrolled in Nebraska school must be screened periodically for vision, hearing, and dental. In addition, the Nebraska Department of Health and Human Services requires height and weight. A parent/guardian may refuse a health screening, and should contact the principal or school nurse for a waiver for such.

## HIGH-ABILITY LEARNER PROGRAM

According to the Nebraska Revised Statute §79- 1107 (3), a high-ability learner is a student "who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields, and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully." At this time, the Blair Community Schools identifies learners with high ability as students who show evidence of high performance ability in intellectual and academic areas. Initial screening of all students takes place during 3<sup>rd</sup> grade and continues yearly through the 8<sup>th</sup> grade.

Instruments that may be used to identify high-ability students in our district are outlined below.

### **Nomination for the High Ability Learner Program**

The Blair Community Schools recognizes five different paths for nomination of a student for further review of criteria and for potential identification for the high-ability program:

- Scholastic aptitude measures;
- Standardized achievement tests;
- School achievement records;
- Teacher nomination;
- Participation in a gifted program in another school district.

### **Identification for the High Ability Learner Program**

The Blair Community Schools utilizes the following multiple criteria for identification of intellectually and academically gifted high-ability learners. Nominated students must meet three (3) of the following four (4) criteria to be officially identified:

1. **Norm Referenced Standardized Achievement Test:**
  - a. On a group achievement test, score at or above the 95<sup>th</sup> percentile in Math and at or above the 95<sup>th</sup> percentile in either Reading or Language Usage using NWEA MAP testing given in grades 3 – 8.
2. **Ability Measure:**
  - a. On the ability measurement OLSAT-8, administered independently or in small groups by the HAL Coordinator in grades 3 - 8, achieve a score at the 98<sup>th</sup> percentile in one of the primary areas or achieve scores at the 96<sup>th</sup> percentile or above in two of the primary areas (verbal, nonverbal, composite).
  - b. On the group ability measurement CogAT (Cognitive Abilities Test) administered at the 3rd grade (prior to 2015-16), achieve a score at the 98<sup>th</sup> percentile in one of the primary areas (verbal, nonverbal, quantitative, composite) or achieve scores at the 96<sup>th</sup> percentile in two of the primary areas (verbal, nonverbal, quantitative, composite).
  - c. If an Ability Measure score is not available for a potential candidate, parents have the option to hire a professional, certified psychologist who can administer the Wechsler Intelligence Scale for Children (WISC-IV). A score of Superior or Very Superior would qualify as meeting this criteria requirement. Parents are responsible for all costs associated with this test.
3. **Academic Performance:**
  - a. Grades 6-8:
    - i. Consistent high past performance as demonstrated by report card grades with a Cumulative GPA of 4.0. Consistent high past performance is defined as the 4.0 GPA being maintained for two (2) consecutive semesters; OR...
  - b. Grades 3-8:
    - i. Achieve a score at or above the 90<sup>th</sup> percentile on two of three categories of the SAGES2 Screening Assessment for Gifted and Middle School Students.
4. **Gifted Behavioral Characteristics Rating:**
  - a. Achieve scores at or above the 90<sup>th</sup> percentile on the SIGS (Scales for Identifying Gifted Students Ages 5 through 18) in all core areas completed by teachers; OR...
  - b. Achieve scores at or above the 90<sup>th</sup> percentile on the Renzulli "Scale for Rating the Behavioral Characteristics of Superior Students" completed by teachers.

### **HELP FROM TEACHERS**

Any student who requires additional time at school under the direction of a teacher to adequately master assigned work may arrange such sessions with teachers. Most pupils welcome this opportunity and voluntarily take advantage of it; but, if it seems advisable for the welfare of the pupil, teachers have the authority to require pupils to come in for an extra session of supervised study. When this is found advisable, every effort will be made to best fit the mutual convenience of the pupil and teacher.

### **INJURIES**

An injury incurred at school or in a school sponsored activity should be reported to a teacher, coach, Principal, Assistant Principal, or nurse immediately, regardless of whether or not you have school insurance. A school nurse will be on duty during the year. Notify the nurse's office or main office immediately if you are injured or become ill during school.

### **INTERNET & TECHNOLOGY USE**

The Blair Community Schools recognize the fact that the use of electronic technology for communicating, transmitting, storing, retrieving, and manipulating data is an integral part of the educational process. It is also important that students learn to use technology lawfully and responsibly. Students are prohibited from and subject to disciplinary actions for the following:

\*The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.

- \*Use of technology for solicitation or proselytization for commercial, religious, political, personal or any other non-educational activity.
- \*Use of technology, which violates local, state or Federal law. This includes attempts to gain unauthorized access, from within or outside the district, to proprietary computer systems including, but not limited to, network file servers.
- \*Introduction, transmission or creation of any computer “virus” using school district computing hardware.
- \*Installing any licensed or unlicensed software on any school owned computer without specific authorization from the principal.
- \*The unauthorized use of pictures or videos of students or staff taken at school, school activities, or on school property, with school owned or personal photography or video devices.

District electronic technology, including computer hardware and software, is to be used for educational purposes only and any information carried or contained on district equipment is subject to audit and review by district personnel. All computer programs, data files, software creations and social networking sites and resources of any description, which reside on district computers, personal devices, and/or storage media are subject to this review.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **Bring Your Own Device (BYOD)**

Student/Parent Guidelines for use of a Privately Owned Electronic Device Blair Community Schools will allow students to use privately owned electronic devices to access the wireless network. This wireless access provided to the devices is designed to enhance the students’ educational experience and outcomes. Connecting to the BCS Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to BCS guidelines. If a privately owned device is used by a student to disrupt the educational environment, that student’s privileges may be limited or revoked.

#### **Answers to frequently asked questions concerning BYOD are available.**

1. Students may use a privately owned electronic “Internet ready” device on the BCS wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the Internet using any external Internet service.
4. No privately owned electronic device may be connected to the BCS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device when on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of earbuds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No BCS owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students’ and parents’ own risk. In the event that a privately owned device is lost, stolen or damaged, BCS is not responsible for any financial or data loss.
12. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the BCS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy as well as by local, state and/or federal law.
13. BCS personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. BCS reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school computer.

### **Sexting**

If it is discovered that a student has, or that an administrator has reasonable suspicion that a student has indecent material, nudity, sext messages, or similar material on his/her cell phone, tablet, computer, or other electronic device, school administration will notify the School Resource Officer or his/her designee. Police may conduct an investigation. Consequences from the district will be based on the findings of the investigation.

### **Social Media Guidelines for Students**

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birth dates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.
4. Linking to other Websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyber bullying is not tolerated. What constitutes cyber bullying, the actions you should take to document cyber bullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the student handbook.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

### **LEAVING SCHOOL WHILE IN SESSION**

No pupil is to leave school during school hours without permission from his parents or legal guardians and the Principal/Assistant Principal. If the office is not informed, it will constitute truancy and is punishable by making up the time in the detention hall or suspension from school. Repeated violations will be dealt with according to established school policies.

### **LOCKERS**

Each student is assigned a locker for the storage of book bags, books and equipment. Do not trade lockers or share your combination numbers with other students. You are responsible for the locker that you have been assigned. It is the student's responsibility to see that his locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students should secure materials for classes during passing periods and before school. No one should leave classes and go to their locker without special permission.

Periodic locker checks will be conducted throughout the year by the staff in order to see that lockers are clean and neat and in good repair. Lockers are the property of the school and are in the building for the use of the students. It is the proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways of or for illegal purposes.

### **LOST AND FOUND**

All articles that are found should be taken to the main office, and it is there that you should inquire for anything that you have lost.

### **LUNCH PROCEDURE/EXPECTATIONS**

Otte-Blair Middle School operates under a closed lunch period, which means that all students must eat their lunches in the school cafeteria (commons). Students are allowed 30 minutes for lunch during this lengthened class period. Teachers will accompany their class to the cafeteria at the beginning of the assigned lunch period and back to the room at the end of this period. There will be a bell sounded only at the beginning of the class period used for lunch and at the end of the same period. Students are reminded that lunches may be purchased on a weekly basis in the cafeteria (commons) before 8:10 a.m. each morning.

All Blair Community Schools offer breakfast and lunch to every child every school day. The school breakfast and lunch menus are published monthly. The menus may be found on the district website under the departments drop down in the food services section.

The school district uses a point of sale system to track student purchases, prepayments and account balances. Each student is

assigned a unique number, which is required at the time of purchase. Parents are encouraged to prepay to their student's account. A la Carte and seconds are available for a cost and may be charged to the student's account.

Checks, cash, or online payment may be used to purchase meals. Parents may receive emails from the district if their students' lunch account is negative. Parents are encouraged to create a free online food service account. This free account will enable parents to track food services purchases, set up low balance email alerts, and for a fee, put money on their respective student's account. This account is called mySchoolBucks. For more information, please go to <https://www.myschoolbucks.com>.

School Lunch applications for free or reduced price meals are distributed to each household before the beginning of the school year, are available at the school office, and can be downloaded from the school website. These application forms are to be completed annually and returned to Leon Haith, Director of District Services, Blair Community Schools, P.O. Box 288, Blair, NE 68008. Households will be notified of their eligibility in writing or verbally. Carryover of previous year's eligibility is for up to 30 days into the current school year or until a new eligibility determination is made.

If you have any questions or concerns about the Food Service Program, ~~please contact Leon Haith, Director of District Services, at 402-426-2610 or email at [leon.haith@blairschools.org](mailto:leon.haith@blairschools.org).~~ **Tom Shearer, Director of Business, email [tom.shearer@blairschools.org](mailto:tom.shearer@blairschools.org) telephone 402-426-2610**

### **Nondiscrimination Statement – Federal School Lunch Program**

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

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

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

Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

### **MAIL**

Otte-Blair Middle School may refuse to accept letters addressed to students in care of the school. Mail that solicits students or does not pertain to school business will be marked "refused" and returned to the post office. School officials have the right to inspect all mail items.

### **MEAL CHARGE POLICY**

The purpose of these guidelines is to establish consistent meal account procedures and to alleviate the financial burden that unpaid meal charges place on the District.

#### District Contact Person

The contact person for questions relating to free or reduced meal eligibility and other questions or concerns regarding student meal accounts, meal charges, or negative accounts is:

Leon Haith, Director of Student Services  
Email: [leon.haith@blairschools.org](mailto:leon.haith@blairschools.org)  
Telephone: 402-426-2610

**Tom Shearer, Director of Business**  
**Email: [tom.shearer@blairschools.org](mailto:tom.shearer@blairschools.org)**  
**Telephone: 402-426-2610**

### Student Account

Blair Community Schools will establish for each school student a school food service account so that all students can receive a breakfast and/or lunch which meets the criteria for a USDA reimbursable meal.

### Free and Reduced Applications

At the beginning of each school year, parents are encouraged to complete an application before their children can be approved for free and/or reduced price meal benefits. Students are permitted to use the previous year's eligibility for the first thirty (30) days of a new school year. Students who have been Directly Certified by the Department of Social Services are not required to complete an application. The parents of directly certified students will receive a notification letter from the District office. If charges occur before the meal application is approved then charges must be paid as accrued.

### Parent Responsibility

Families who do not qualify for subsidized meals are responsible for providing either a meal or the money to pay for a meal for their student. Although the Board permits a student to have a school food service account, parents are responsible for all student meal expenses. The District is aware that unforeseen circumstances do arise which makes it difficult to pay for school meals. Under these circumstances, parents should contact the building principal or the district contact person to make alternative arrangements. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through [myschoolbucks.com](http://myschoolbucks.com) online system. This system can be used to confirm payments have been received, make payments, monitor daily account activity, and has the ability to automatically send out balances alerts to parents as their students draw down from their accounts. To register, go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

### Prepayment of School Meal Accounts

At the start of each school year, parents will be encouraged to deposit money into a student account so that adequate funds are readily available to purchase meals. Payments may be made by signing up for a [myschoolbucks](http://myschoolbucks.com) account, or sending checks, and cash to the school office for deposit in their student's account. Checks should be made payable to Blair Community Schools.

### Guidelines and Notification Process for Meal Charges

1. It is the expectation of the District that the parent is responsible for full payment if their child purchases a breakfast or lunch meal or makes other food purchases that result in a debt transaction to the student's account.
2. When the initial debt transaction occurs, the student will be notified to inform the parent that a debt transaction has occurred for which the parent will be responsible for payment. Students with a negative account balance will be served a meal until the account is paid in full.
3. School staff will prohibit students from charging seconds or a la carte items if they do not have cash in hand or their account has a negative balance.
4. Upon reaching \$25.00 of debt transactions, the principal or designee will contact parent by phone informing them of the debt. The student will be served additional meals until the debt balance reaches \$50.00. Each day thereafter, if a student does not have cash in hand or their account has a negative balance, an alternate meal meeting the federal requirements for a reimbursable meal will be offered.
5. After the initial notification by the principal or designee, the Director of Student Services or designee will notify all parents of students with a negative account balances.
6. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from seconds or a la carte purchases.
7. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in the free or reduced meal program, the district will use available resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students or adequate funds to purchase a meal shall require mandatory reporting to child protection agencies as required by law.

### Collection of Delinquent Meal Charge Debt

The District is required to make reasonable efforts to collect unpaid meal charges. Parents will be held responsible for all debt balances on the child's school food service account. The Board expects that parents will pay for their child's meals on a pay-as-you-go basis and rectify any negative balances when notified. The District will contact households regarding negative meal charges, the availability of the free and reduced meal program, and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to

collect delinquent debt as allowed by law, including but not limited to collection services or legal action. All positive and negative balances remaining at the end of a school year will be carried into the following school year. Collection efforts may continue into a new school year. The District may restrict participation in non-instructional activities such as graduation ceremonies, school dances, athletics, and other non-instructional activities for students with delinquent meal charge debt.

### **MEDIA CENTER**

The school media center is organized to aid students with their schoolwork. It serves as a resource for educational and recreational reading materials. The media center is open from 7:45 a.m. until 4:00 p.m. Monday through Friday.

Policies governing the checking out of media center materials, use of the media center, etc., will be posted in the media center and are listed here.

1. Students using the media center should be there for research, recreational reading or browsing Disruptive behavior will result in being sent out of the Media Center.
2. All students using the Media Center should have a pass or signed agenda from the appropriate teacher/administrator or from the librarian. Students may enter and leave to use the media center on their lunch break with appropriate permission.
3. All materials leaving the media center must be checked out at the circulation desk. A-V materials maybe used by students involved in related subject areas. Current magazines can be checked out for one period.
4. No books or other material can be checked out if the student has an overdue book or an outstanding bill. Be sure to return books on time.
5. All other school rules must be observed.

### **NON-DISCRIMINATION STATEMENTS**

The Blair Community Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age in admission or access to, or treatment of employment in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Director of Student Services – Leon Haith  
Address: 110 Deerfield Blvd.  
PO Box 288  
Blair, NE 68008  
Phone #: 402-426-2610

### **NON-SCHOOL ANNOUNCEMENTS**

The Blair Community Schools recognize the importance of good community relations and the equal importance of being an active participant in community life, especially the community life of youth. With this in mind, the Blair Community Schools will allow, with the permission of the school principal:

- Community, non-religious service groups, (i.e., boy scouts, little league, YMCA, Rotary, Optimist, etc.) may post announcements in a place designated by the principal that are:
- youth and/or family oriented
- that pertain to the students at the particular school's grade and age level
- not larger than 8 1/2" x 11"

Any flyers or handouts, from non-school groups, of any nature, must first receive permission (forms available at the Superintendent's Office) from the Superintendent of Schools, in order to be distributed at any level.

- Any flyers must be divided into stacks of 25.
- The flyers must be delivered to the building secretary (stacks of 25) two days prior to the last school day of the week.
- Flyers will be distributed to students on the last school day of the week.

### **ONLINE VERIFICATION**

The SIMS Online Verification process for all students will also include 1) availability and receipt of the Student-Parent Handbook for grades PK-12, 2) the student Media Release form for students in grades PK-12, 3) school messaging services for families and students for students in grades PK-12, and 4) NSAA Parent and Student Consent for activity participation for students in grades 7-12. Parents will be required to log into their SIMS account to verification student information and either acknowledge access or give/deny consent to the items listed above.

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, the counselor or the Principal/Assistant Principal at any time by

telephoning the school office (402) 426-3678. We encourage parents to communicate with us on items of concern, interest, etc. Take an active interest in your child's education. It is very important that he/she knows that you are interested and concerned.

Parent-Teacher Conferences will be held during the first and third quarters. At this time the parents will be given a chance to visit with their son or daughter's teachers to discuss their academic progress.

### **PHYSICAL EDUCATION**

Physical education is required in grades 6-8. Students in grades 7 and 8 are required to have a gym uniform. Students will be issued a lock and are not to bring locks from home. If a lock is lost, a \$3.00 fine will be assessed.

### **POSTERS**

The following guidelines are listed for the posting of all materials/posters:

1. The principal must approve all posters.
2. For the sake of eliminating confusion during the school day, posters should be put up before or after school only.
3. Posters may be placed only in designated areas. Check with the office for proper posting instructions.

Remember, anyone putting up a poster has the responsibility of taking it down.

### **POWER OF ATTORNEY**

A limited Power of Attorney is generally considered when a parent desires for a person (other than the parent) to assume parental rights and responsibilities for a child. Information concerning a Limited Power of Attorney may be obtained through the Building Principal. A validly executed Power of Attorney will be honored if signed by a parent, subject to any limitations, as stated in the Limited Power of Attorney document.

### **SAFE SCHOOLS ALERT**

Blair Community Schools is now using SafeSchools Alert, an anonymous tip reporting system that allows students, staff, and parents to submit safety concerns via telephone, text, email, or web link directly to our administration. You and your child can easily report tips on bullying, harassment, drugs, vandalism, threats, or any safety issue you are concerned about through SafeSchools Alert. Every tip SafeSchools Alert receives about our district is immediately logged with notifications sent directly to administration for investigation and follow-up. An information banner, with reporting links, is located on the district's main web page and each building's web page.

### **SAFE SCHOOL PLANS & DRILLS**

Drills and plans will be reviewed and conducted periodically during the school year to prepare staff and students for emergency situations.

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions.

The fire alarm, which is a pulsating bell from the fire alarm system, is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When you are out of the building, you should stand at least 100 feet from it. The school bell will ring to signal your return to the building.

When a weather emergency is present, the building principal will make such announcements as are necessary to protect the welfare of students under his/ her care, to include making announcements that would otherwise be prohibited by this policy.

A tornado drill will be announced on the school intercom with a pulsating horn. Again, quiet, quick, and orderly exit to designated tornado shelter is a must during a drill. An announcement on the intercom will return students to class following the drill.

Any student purposefully vandalizing or inappropriately manipulating those mechanisms will be disciplined and/or referred to the local law enforcement agencies.

## **SAFE SCHOOL PLANS & Standard Response Protocol (SRP)**

Blair Community Schools is expanding safety procedures and programming to include Standard Response Protocol (SRP). SRP is a protocol widely accepted and used across the state and region that addresses a spectrum of scenarios that are planned for and trained on by students, teachers, staff, and administration including weather events, fire, accidents, community events, intruders, and other threats to student safety. SRP is based on these four actions: **Lockout, Lockdown, Evacuate, and Shelter**. Staff and students will be training on SRP throughout the school year. An informational sheet with more detail can be found at the end of the handbook.

## **SCHOOL BUS SERVICE**

An application for transportation is available on the Blair Community Schools website, or from any school office, the Administrative office or the transportation director. This form must be completed and turned in by the parent before receiving bus service. For safety reasons and/or to prevent excessive time in picking up students, children riding the bus are required to travel from where the pupil resides to a designated pick-up point.

Bus drivers do not have the authority to transport unauthorized riders or to make route deviations. In cases of emergency, please contact the Transportation Department at 402-426-4509.

### **SAFETY RULES**

Bus riders should:

1. Follow the directions of the bus driver the first time they are given.
2. Keep hands, feet, and all body parts to themselves and not extend any body part through the windows.
3. Use an indoor voice, use language that is not offensive or inappropriate to others.
4. Remain quiet when the bus is stopped at a railroad crossing.
5. Sit down and sit back in the bus seat while the bus is in motion.
6. Treat school equipment with respect.
7. Always cross in front of the bus and when crossing a traffic lane, students should wait for the driver's "all clear" signal before they proceed.
8. Keep the bus clean at all times and keep all items out of the aisle.
9. Please do not bring items on the bus that could potentially cause a riding safety concern. Call the transportation office with questions and for approval.
10. Follow all school rules as listed in the student handbook, as riding the bus is considered part of the school day.

### **Disciplinary Procedures**

The riding privilege of a student may be suspended/revoked for violation of the safety rules or for conduct which is detrimental to the safe operation of the school bus. Violations will be documented and the student may face disciplinary action. Students may lose riding privileges on the first offense for extreme violations. Multiple violations will result in loss of riding privileges.

### **Snow Route Information**

When conditions make driving hazardous, information about snow routes will be broadcast prior to 6:30 am by the school messaging service, on KMTV (3), WOWT (6), KETV (7), Fox 42, and KFAB, KBLR and KHUB radio.

## **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over KMTV (3), WOWT (6), KETV (7), Fox 42, KFAB, KBLR and KHUB radio. Families will be notified by an automated telephone call from the Superintendent's office. Reports in the morning will be between 6:30 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session.

## **SCHOOL RESOURCE OFFICER (SRO)**

The Blair Community Schools, in cooperation with the Blair Police Department, sponsor a School Resource Officer throughout the school year. The officer assigned to OBMS will act as one of the staff at the school, conferring with students, lending support and assistance when needed, serving as a resource person for both students and staff, and in general, promote the positive aspects of police/community relations. The SRO will spend approximately 20 hours per week in the activities associated with this position.

## **SCHOOL MESSAGING SYSTEM - Telephone, Email, Text**

Blair Community Schools uses a messaging service to notify parents via telephone, email, and text regarding academic progress, school information, or school and/or district activities. Parents may choose to opt out of messaging services. Please contact your child's school for more information.

### **SCHOOL SPONSORED ACTIVITIES**

Students are to be in school on time the day of the activity and the morning after a night activity. Students are to be in attendance all day in order to be allowed to participate either as a participant of a particular activity or as a spectator of a particular activity. If a student is ill part of all that day, he/she is not to attend the school activity. There may be extreme cases when a student may not be in school all day but still take part in an activity. The Principal/Assistant Principal must approve this. This includes all practice sessions, as well as the activity itself.

### **SECTION 504 DISTRICT COORDINATOR**

Blair Community Schools designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Leon Haith, Director of Student Services  
(402) 427-2711  
leon.haith@blairschools.org

The Director may, at his discretion, delegate this responsibility to an appropriate staff person.

### **SPECIAL EDUCATION**

The Blair Community Schools offers a variety of high quality services to students with disabilities from birth through the school year in which the student turns 21. Special education is specially designed instruction provided to meet the unique needs of a child with a verified disability. Special education staff members provide interventions, accommodations and modifications to support a student's participation and progress in the general curriculum. Parents and families work with school staff to develop an Individual Education Program (IEP) that addresses the needs of the student. The amount of special education services provided to a student varies according to individual need and is determined by the student's IEP team. Accommodations and modifications may be supported in the general education setting, with adjustments by the general education teachers as well as services provided in a resource setting by the special education teacher. Continuous assessment and evaluation of the student's progress is managed through the IEP process. Students participate in all district and state assessments and may participate with accommodations as identified and indicated in the student's IEP.

### **STUDENT ACTIVITY CARD REQUIREMENT**

As a means of contributing to the support of the entire activities program at Otte Blair Middle School, all students that participate in any sport or activity at the middle school level will be required to purchase an activity card prior to participation in that sport or activity. Purchasing an activity card once during the year will allow students to participate in any or all of the sports programs or activities offered at Otte Blair Middle School. Students are encouraged to purchase their activity card at the beginning of the school year in order to get the most benefit from the card. The cost of a student activity card is \$60.00. If an activity meets any of the following criteria, the activity card must to be purchased by the student:

- Has a paid sponsor
- Travels to/from competitions or activities
- Pays entry fees to participate in competitions or activities
- Is provided school-purchased uniforms
- Accrues any other expenses paid by the district

### **STUDENT DIRECTORY INFORMATION**

Student directory information is designed for use internally within the school district. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, dates of attendance at this district, the most recent previous educational agency or institution attended by the student, e-mail address, photograph and other likeness, and other similar information.

Notification of the intent to opt out of any student directory information should be made in writing to the (School Counselor), not later than September 1 of each school year or no more than 2 weeks following enrollment.

Directory information given to the public at Otte-Blair Middle School includes the following:

- Names and grade of Honor Roll Students
- Athletic Team Rosters including grade level, height and weight
- Activity Roster

## STUDENT FEE SCHEDULE

Under the Public Elementary and Secondary Student Fee Authorization Act, Blair Community Schools is required to set forth its guidelines for specific categories of student fees. The District does so by adopting the following fee schedule in accordance with policy 504.20-Student Fees. This fee schedule is subject to further interpretation or guidance by administrative or Board regulations, which may be updated from time to time.

### 1. Fees for Non-specialized Attire Required for Specified 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, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive material hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### 2. Fees for Personal and Consumable Items

Students are responsible for fees and costs associated with any personal and consumable items required for participation in extracurricular activities or for school courses.

#### a. Extracurricular Activities:

- i. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities. Such items include, but are not limited to specialized and non-specialized clothing, shoes, and equipment for the student's personal use in each individual activity they are involved in. General specifications are:
  1. 7-12 Basketball: Sport shoes, shorts, shirt, socks, undergarments.
  2. 7-12 Football: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel, mouth guard.
  3. 7-12 Track: Sport shoes, shorts, shirt, socks, undergarments, cold/wet climate apparel.
  4. 7-12 Volleyball: Sport shoes, shorts, shirt, socks, undergarments.
  5. 7-12 Wrestling: Sport shoes, shorts, shirt, socks, undergarments, headgear, mouth guard.

#### b. School Courses

- i. General School Course Materials: Students are required to furnish supplies needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, and other common personal or consumable item. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- ii. Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.
- iii. Materials Required for School Courses: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required to reimburse the District for the reasonable value of the materials used in the project.
- iv. Field Trips and Specialized Items Required for School Courses: Students may be required to pay for field trips or provide specialized items for school courses. Such field trips and specialized items must have prior approval of the principal. Fees required for field trips or specialized items for school courses are subject to the District's Fee Waiver Policy (Section 10).
  1. Field Trips:
    - a. Grade 6: Symphony - not to exceed \$6.00
    - b. Grade 7: None
    - c. Grade 8: None
  2. Specialized Items:

- a. Grade 8: Chromebook User Fee - not to exceed \$40.00 (Parents also may purchase this device outright for their child's use throughout grades 8-12 at a cost not to exceed \$160.00)
  - b. Grade 7: Chromebook User Fee - not to exceed \$40.00 (Parents also may purchase this device outright for their child's use throughout grades 8-12 at a cost not to exceed \$160.00)
  - c. Grade 6: Chromebook User Fee - not to exceed \$40.00 (Parents also may purchase this device outright for their child's use throughout grades 8-12 at a cost not to exceed \$160.00)
  - d. Grade 7-12: Physical Education Attire - not to exceed \$10.00 for shorts and \$10.00 shirt
  - e. Grade 6-8 Marching Band: Purple Band Jacket, Pants, Shoes, T-Shirt – not to exceed \$200.00
  - f. Grade 6-8 Choir: Polo - not to exceed \$15.00
- v. Music Course Materials: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 10). The District is not required to provide for the use of a particular type of musical instrument for any student.
- 1. Instrument rental fee of \$60.00 for those using a school instrument.

### 3. Fees for Extra-Curricular Activities

Extra-curricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. Students have the responsibility to pay for fees required for participation and to pay for specialized equipment or attire for extra-curricular activities or to pay a reasonable usage cost for such items. Fees required for participation or for specialized equipment or attire are subject to the Fee Waiver Policy (Section 10). The costs for attending local, regional, state, or national workshops or conventions are the responsibility of the student and/or organization and not subject to the Fee Waiver Policy. Admission fees are charged for entrance to extra-curricular activities and are the responsibility of the student and not subject to the Fee Waiver Policy.

- a. Fees Required for Participation
  - i. Grade 6-12 Activity Card: \$60.00
  - ii. Grade 7-12 Uniform Usage Fee for each sport activity: \$10.00
  - iii. Grade 5-12 Instruments: \$60.00 rental fee those using a school instrument
- b. Fees Required for Specialized Equipment or Attire
  - i. Grade 6-8 Flag Squad: Uniform, shoes - not to exceed \$100.00
  - ii. Grades 6-8 Marching Band: Drum Major uniform – not to exceed \$150.00
  - iii. Grade 6-8 Jazz Band: T-shirt – not to exceed \$10.00
  - iv. Grade 6-8 Show Choir: Dress pants, dress shirt or dress, T-shirt and dress shoes - not to exceed \$150.00
  - v. Grade 6-8 Choir: Polo - not to exceed \$15.00
  - vi. Grade 7-8 Band: ¾ or long sleeve white shirt (boys need a tie of any color), black pants or skirt (tights or leggings with skirt), black shoes - not to exceed \$100.00
  - vii. Grade 7-8 Band: Smartmusic subscription \$4 a student to allow access to the music content.

### 4. Fees Required for Postsecondary Education Costs

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

### 5. Fees Required for 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.

### 6. Fees for Copies of Student Files or Records

The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

- a. \$.10 per sheet.

### 7. Fees Required for Participation in Before and After School Programs or Pre-kindergarten Services

Students are responsible for fees required for participation in pre-kindergarten services offered by the District except to the

extent such services are required to be provided without cost. The Before and After School program offered by the Blair Community Schools Foundation is an optional service not operated by the school district and any charges or fees for this program are the responsibility of the student.

- a. Prekindergarten fees will be assessed using the following fee structure:
  - i. Tier I - Full Tuition: \$200.00 per month for 10 months (August through May).
  - ii. Tier II - One Special Consideration\*: \$100.00 per month for 10 months (August through May).
  - iii. Tier III - At least two Special Considerations\* or students who receive Special Education Services or who qualify for the Free/Reduced Lunch program: \$0.00 per month.
    1. Special Considerations: Financial scholarships may be available and are based on the following factors:
      - a. Child has qualified for Special Education verification (IEP).
      - b. Qualification for the Free/Reduced Lunch program.
      - c. Mother under 18 years of age at child's birth.
      - d. Home language is not English.
      - e. Child's birth weight of under 5 pounds at birth (physician verified).
      - f. Child is under foster care and ward of the court (legal documentation required).

#### **8. Fees Required for Participation in Summer School, Correspondence or Online Courses, or Sports Clinics**

Students are responsible for fees required for participation in summer school, sports clinics, fees for online or correspondence courses, or other fees not required by law or regulation for instruction.

- a. Summer sports clinics (not to exceed \$60.00 for each clinic).
- b. Summer courses (not to exceed \$200.00 for each course)

#### **9. Fees Required for Breakfast and Lunch Programs**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store," concession stand, a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

- a. 6-12
  - i. Breakfast \$2.10
  - ii. ~~Lunch: \$3.10 per day~~ \$3.20
  - iii. Extra milk: \$.55 each
  - iv. Extras or ala carte menu items: Separate from the lunch program and priced individually.

#### **10. 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-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) field trips and specialized items required for school courses, (2) required fees for participation and specialized equipment or attire in extra-curricular activities, and (3) use of a musical instrument in optional music courses and musical extra-curricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for a waiver of fees for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

### **STUDENT INSURANCE**

Blair Community Schools offers parents the opportunity to purchase group accident insurance through a third-party company. This insurance is available to all students at a nominal cost. The forms are available at the Administrative Office at 2232 Washington Street, Blair, NE 68008.

### **STUDENTS AND ADULTS WITH DISABILITIES**

Students and adults with disabilities who are in need of special accommodations for conferences and meetings should contact the school office at least one week prior to the event so that proper arrangements can be made to accommodate their needs. Questions concerning accommodations should be directed to the Principal or the Director of Special Services at the School District Administrative Offices.

### **STUDENT I.D. CARDS**

All students are issued a Student Identification Card at the beginning of each year. The Identification Card also serves as an activity card when an activity sticker is purchased and attached to the identification card.

### **STUDENT USE OF THE BUILDING**

Athletes, take your books, coats, or anything that you plan to take home with you to the gym. Do not plan to return to the building after practice. No students should remain in the building after 3:30 p.m. unless under the direct supervision of a faculty member.

If weather is inclement, you may enter the building before 8:05 a.m. but must go directly to the cafeteria and wait for the bell. Students are not allowed in the gym or locker rooms without permission from one of the P.E. teachers. A faculty sponsor must accompany individuals or groups using areas of the building.

### **SUPPLIES**

Each student may supply himself/herself with paper, notebooks, pencils, pens, books necessary and special properties required in specific classes. The pupil must make it his business to have these properties where and when needed. This will greatly facilitate the operation of all classes and assure the pupil greater success in all his schoolwork

### **TARDINESS TO SCHOOL**

When students are tardy to school in the morning, they should report directly to the office for an admit slip. Upon receiving a 4th tardy for the current quarter, the student will be issued an office detention. Additional tardies beyond the 4th tardy will result in additional office detentions. On the ninth tardy, the student shall be given an ISS (in school suspension) and a parent conference will be called, if necessary. Tardies will restart after each quarter. Prearranged appointments, i.e., doctor or dental appointments, etc., are the only reasons considered acceptable for being tardy to school.

### **TARDINESS TO CLASS**

The consequences for being tardy to class are the same as being tardy to school and will be administered by the teacher and/or administrator. A 4th tardy to class would result in a teacher-issued detention. Any subsequent tardies would be referred to the office for the appropriate consequences.

### **TELEPHONE REGULATIONS**

A telephone for student use is provided for students and located in the office. The school telephone in the office is for the purpose of conducting school business, not for private calls made by students. Students will not be called out of class to answer phone calls, except in emergencies. Students misusing the phone, such as making obscene phone calls or dialing 911, will face appropriate disciplinary actions.

### **TEXTBOOKS**

Textbooks are loaned to you by the taxpayers of the school district without cost. Please use book covers and take care of them. All items being loaned to a student are loaned at the student's risk. If the item is not returned in good condition a fine will be assessed by the school. Since most textbooks in the Blair Community Schools are replaced approximately every 8 years, teachers when assessing fines on books, which have been lost or damaged, will use the following guidelines:

- First Year - Full Price
- Every year thereafter one-eighth of the cost of the book will be deducted.

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY, AND STAFF**

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance thereunder is a claim by a student, faculty member, or staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, except legal holidays.
2. A grievance may be filed by an individual grievant, or by a parent on behalf of a student grievant, if the grievant feels that sex discrimination or discrimination on the basis of a disability has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the grievance within the time period specified, unless there is a mutually agreed extension of time, the

grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

## **PROCEDURES:**

### **Level I**

A grievant shall, within ten (10) days after the occurrence of the event, which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal, or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

### **Level II**

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of disability. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

### **Level III**

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the school superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

### **Level IV**

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of disability in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

## **TRUANCY**

Absences without parental and school authority consent will be considered truancy. The penalty may be detention or suspension. All work will be made up.

## **VIDEO SURVEILLANCE ON CAMPUS**

In order to promote student and staff safety, and deter unauthorized access and destructive acts, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance and electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct. Video recordings may be used as evidence in disciplinary actions and criminal proceedings. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Video cameras may be placed and used in locations deemed appropriate by the superintendent or designee including but not limited to entrances, hallways, classrooms, cafeterias, auditoriums, gymnasiums, parking lots, and school vehicles. Cameras will not be placed in areas where students, staff, or visitors have a reasonable expectation of privacy such as restrooms, dressing rooms, or locker rooms. Board policy and state statutes shall govern the access, conveyance, and retention of video images or recordings.

## **VISITORS**

All visitors should first check in with the main office and receive a "visitor's pass." This pass should be worn at all times when visiting in the building. No one is to enter a class in session without the Principal's permission. We encourage parent visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization.

Students wishing to bring a visitor to school must secure permission for this visitor at least two days in advance. Student visitors will be approved for 1/2 day visits only. No visitor passes will be issued during the first two or the last two weeks of the school year. The visiting student's school must not be in session during the visit.

### **WORK PERMIT**

Students between the ages of 14 and 16 must have work permits in order to accept any type of employment. Work permits will be issued through the school's main office in accordance with the same law.

Students desiring such a permit must supply the office with the name of the employer and a list of the hours, which the students will be working.

## **SCHOOL COUNSELING SERVICES**

The School Counseling Services department is proactive, providing services for all students in grades 6-8 at Otte-Blair Middle School. Students' needs are met through a comprehensive curriculum based on three major areas including academic, career, and personal/social domains. Counselors are actively working with students individually, in classes, and in small groups. The primary focus of the guidance program is the growth of each individual through self-understanding and self-direction in order for them to make a positive contribution to school, home, and community.

### **STUDENT RECORDS**

#### **CUMULATIVE FOLDERS**

All students in grades 6-8 have an official cumulative folder, which holds all-important papers regarding the student's school history. This information may include grades, test reports, transcript release forms, health records, and copies of important school communications.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
2. 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 School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
4. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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.
5. The right to consent to disclosures 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 School 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 School 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.
6. 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.
7. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
8. Student directory information is designed for use internally within the school district. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and

sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, dates of attendance at this district, the most recent previous educational agency or institution attended by the student, E-mail address, photograph and other likeness, and other similar information.

9. Notification of the intent to opt out of any student directory information should be made in writing to the (School Counselor), not later than September 1 of each school year or no more than 2 weeks following enrollment.
10. Directory information given to the public at Otte-Blair Middle School includes the following:
  - a. Names and grade of Honor Roll
  - b. Athletic Team Rosters including grade level, height and weight
  - c. Activity Rosters
11. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - a. Family Policy Compliance Office
  - b. U.S. Department of Education
  - c. 400 Maryland Avenue, SW
  - d. Washington, DC 20202-4605

*[NOTE: In addition, a school may want to include its directory information public notice, as required by & 99.37 of the regulations, with its annual notification of rights under FERPA.]*

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires Blair Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screening.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. OBMS doesn't have any outside surveys at this time. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

### **ENROLLMENT**

Students entering Blair Community Schools for the first time must enroll online through the district website. After this process is completed, families will be contacted for an individual conference with an administrator or school counselor for specific registration processes as required by grade level. Enrollment connected to Kindergarten Registration in the spring prior to the school year attending will not require a conference.

Assistance for those families who lack Internet or computer services, or for those who require language barrier accommodations, or other types of online enrollment support is available by calling the Administrative Offices at 402-426-2610.

In order to enroll a student for the first time (including Kindergarten) and attend Blair Community Schools, the parent/guardian must:

- Reside within the boundaries of the Blair Community Schools district or be approved through Option Enrollment per Nebraska Rev. §§ 79-215, 79-232 to 79-246, or through NDE Rule 19;
- Provide a copy of current immunization records at the time of enrollment;
- Provide proof of physical examination if transferring in from out-of-state;
- Provide either 1) a certified copy of the student's birth certificate, 2) other reliable proof of the student's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. These documents are required by The Missing Children Identification Act, 1, RRS 43-2001. Students and parents seeking exemptions to this requirement should contact the school nurse or building principal for more information.

### **CHECKING OUT**

Any student leaving school permanently must obtain a checkout sheet from the Guidance Office on the morning of the last day of attendance. A parent/guardian must notify the Guidance Office before students may obtain the checkout form. Each student is asked to have his/her teachers sign the form indicating that all books are returned and/or fines paid. This form will provide record of the grades at the time the student checked out. All obligations must be taken care of before any school records may be transferred to another district.

### **CHANGE OF ADDRESS**

Any change in your address or phone number must be reported to the Office.

### **TESTING - ASSESSMENT**

The assessment program at Otte-Blair Middle School includes measures of achievement, ability, career interests, and aptitudes. These tests provide valuable information, which assists students in identifying strengths and areas to improve. These test results are interpreted to students, parents, and staff in order to assist students with future planning.

### **SUMMARY OF TESTS**

#### Grade 6

- Nebraska Student Centered Assessment System (NSCAS): ELA (English Language Arts) & Math
- Criterion Referenced Tests

#### Grade 7

- Nebraska Student Centered Assessment System (NSCAS): ELA (English Language Arts) & Math
- Criterion Referenced Tests

#### Grade 8

- Nebraska Student Centered Assessment System (NSCAS): ELA (English Language Arts) , Math & Science
- Criterion Referenced Tests

### **RETENTION and SUMMER SCHOOL POLICY FOR GRADES 6-8**

At the Otte-Blair Middle School, every effort will be made to adjust classroom expectations to meet the needs, interests and abilities of the individual student. If the student is judged to be living up to expectations, which are realistic for this unique, individual child, the student shall be promoted to the next level even if the achievement is less than what may be reasonably expected from other students. Students who have missed 20 days or more in the school year will be recommended for summer school to allow them extra time to practice academic skills and work on skills they have not mastered.

Retention will be considered if a student fails two or more core classes for the year (Math, Science, Reading, Language Arts, Social Studies) or if there is evidence that the child will benefit from retention. Such benefits may include helping the child learn the relationship between effort and consequences, stressing the importance of living up to one's potential, or for the growth that comes from gaining needed skills. When a student is retained, the expectations for that particular child shall be adjusted to meet his/her needs. The student generally should not be asked to repeat all experiences encountered in the grade to be repeated.

#### **Procedures for considering Retention/Summer School:**

1. A student will not be retained more than one year during grades 6, 7, or 8.
2. Parent(s)/guardian(s) will be notified in writing at the end of each quarter if this child has failed two or more core classes and is being considered for possible retention.
3. A committee composed of the student's parents/guardians, teachers, principals, counselor, and other relevant personnel will meet at the end of the fourth quarter to discuss whether the student will be retained, recommended for summer school (if available), or promoted.
4. Factors such as grades, work habits, attendance, school behavior, organizational skills, age, maturity, and skills levels may be considered in the discussion of possible retention.
5. The Middle School Principal will notify parents/guardians through a personal meeting or by certified letter of the decision to retain or promote.
6. Parent(s)/guardian(s) consent for the retention is desirable and encouraged. If parent(s)/guardian(s) wish to appeal the retention decision, they must notify the Middle School Principal within ten (10) days of the decision. A conference will be arranged between the parent(s)/guardian(s) and school administration. At this time, the parent(s)/ guardian(s) should be prepared to present objections to the retention. After this conference, the parent(s)/guardian(s) will be notified in writing whether or not the retention was upheld. If the parent(s)/guardian(s) is not satisfied with this decision, they may appeal to the Superintendent of Schools.

### **HOMEBOUND PROGRAM**

Students who are physically unable to attend regular academic school programs due to a medical disability may apply to be served by this program. Generally speaking, a student must be in need of home or hospital services for a period of at least 2 weeks. A student

or his parents or guardians must present a note to the school from a doctor stating that the student is medically unable to attend classes for this period. Homebound instruction will be coordinated through the Guidance Office and the Director of Special Services. Students who are enrolled in a homebound program are eligible to receive a waiver of attendance under the attendance policy.

### **STUDENT CONTESTS AND ACTIVITIES**

Otte-Blair Middle School endorses and participates only in those activities approved and sanctioned by the National Association of Secondary School Principals and listed in their annual publication "National Advisory List of Contest and Activities."

## **GRADING PROCEDURES**

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

- A** -- (93-100) The student is more than meeting the demands of a teacher. His/her work is on time. The work is of superior quality. It shows mastery of the subject matter.
- B** -- (85-92) The work is of superior nature and the required work is well done. The student meets the demands of the teacher.
- C** -- (77-84) The student does satisfactorily the required work. The work is on time and is of quality. The student is showing achievement.
- D** -- (70-76) The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain and confused. Work is below normal, but shows some evidence of growth.
- F** -- (Below 70) Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention.
- P** -- Indicates that the student is passing regular work in the class.
- I** -- Incompletes are assigned in cases where the student's work is incomplete at the end of a grading period. This may be due to absence because of illness, etc. Incompletes must be made within 2 weeks following the end of a grading period.
- NG** -- No grade.

### **CHEATING**

Students who are cheating on tests or helping other students cheat will not be tolerated. This applies for daily work as well. Plagiarism or claiming others' work as your own is considered as cheating and dealt with accordingly. Students learn by doing their own work. Specific penalties for cheating will be assigned by the individual teacher and may be reflected in a student's final grade for the course.

### **HONOR ROLL**

Those students who have accumulated a 3.5 or higher grade point average will be named to the Honor Roll. Middle level students receive "Honor Roll Points" for their classes and consequently, a "grade average" which is used when determining their Honor Roll status. Students receiving a grade of a "D" or an "F" are automatically disqualified from Honor Roll consideration.

- Honor Roll 3.50 - 4.00

### **PROGRESS REPORTS**

Progress reports will be sent/given to parents four times during the school year at mid-quarter, as deemed necessary, to inform students and parents of outstanding work as well as work that is below the level of expectation. Students in danger of failing a class will receive a report. Parents are urged to set up a conference with teachers or the counselor to discuss various concerns.

### **REPORT CARDS**

Report cards are issued four times during the school year, once each quarter. The first and third quarter report cards are distributed during parent-teacher conferences. The first and second semester report cards are available to be viewed via the website approximately two weeks after the end of the semester. Should you need a copy of your child's report card or have questions you are encouraged to call the school office at 402-426-3678.

### **SPECIAL PLACEMENT**

Students who do not qualify for math acceleration at the middle level, may be included in accelerated/weighted classes while in high school.

# Discipline and Legal Responsibilities

## NOTE TO PARENTS

Because neither the school nor the parent deals with all aspects of the student's life, it is essential that a sound working relationship between the parent and the school exists. The school and the parent must establish a close working relationship and parents must accept their responsibility in helping to solve the student's school problems. The parent cannot expect the school to handle the student's problems alone. Since there is a considerable carry-over between the home and school, a problem cannot be identified as strictly a home or strictly a school problem. Therefore, an open and constructive relationship between the parent and the school will greatly enhance the possibilities of discovering a workable solution to the student's problem.

Good discipline originates in the home. The parent/guardian is the first teacher of his/her child, and should develop in him/her good behavior habits and proper attitudes toward school. A parent/guardian should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

## CODE OF CONDUCT

The School Board Policy concerning student behavior is as follows: School Board Policy 505.03 states that "on important charges every effort should be made to consult with parents before a disciplinary decision is reached." Middle level students have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply not only to school hours but also to other times, especially while attending school activities at home and away.

Student attendance at school is a mandatory charge to parents for those children under sixteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and privilege of public schooling for those under sixteen as well as those sixteen and over.

Disciplinary considerations will be made according to the student's best interests and corrections of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered.

In other extreme situations, a student may be suspended or expelled from school by the Superintendent or Principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school or state policies. Examples of offenses that might result in the suspension or expulsion of a student at Otte-Blair Middle School are:

1. Insubordination - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, Principal or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. Nuisance items, lasers, lighters, matches, spitballs, water pistols, water balloons, firecrackers, snowballing, electronic games, etc.
4. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
5. Gross disrespect for teachers, school officials, students and other employees.
6. Verbal and physical sexual harassment that is sufficiently severe, persistent and pervasive so that to limit the student's availability to benefit from education.
7. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.)
  - b. Gambling.
  - c. Fighting.
  - d. Hazing by classes, clubs, athletic teams or other student organizations, as defined on page 11 of the Student-Parent

Handbook is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization.

- e. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes.
- f. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
- g. Willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student.
  - 1. On the school grounds.
  - 2. Off the school grounds at an educational function or event.
  - 3. On any property of The Blair Community Schools.
- h. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from that person.
- i. Knowing, possessing, handling, or transmitting any object that is ordinarily or generally considered a weapon or an explosive device, including, but not limited to guns, knives, ammunition, fireworks, etc.
  - 1. On the school grounds.
  - 2. Off the school grounds at any educational function or event.
  - 3. On any property of The Blair Community Schools.

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.

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

- j. Engaging in the unlawful selling, use, possession, being under the influence of, or dispensing of a controlled substance, imitation controlled substance or alcoholic liquor, or possession of drug paraphernalia.
- k. Truancy -- absence from school without school or parental authority.
- l. Theft -- the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
- m. Displays of Affection -- Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
- n. Sexual assault, harassment or attempting to sexually assault any school employee or student.
- o. Use of racial or ethnic comments that may be deemed socially and personally unacceptable and that may cause an interference with the educational program of the school or individual student.
- p. Public Indecency as defined by R.R.S. 28-806.
- q. Use of paging devices, cellular phones, or other similar communication devices are not permitted to be used during the school day.
- r. Possession of nuisance items (i.e. lasers, spitballs, water pistols, water balloons, firecrackers, snowballs, games trading cards, etc.).
- s. Possession of lighters, matches and/or other fire starting devices.
- t. Engaging in any other activity forbidden by the laws of the State of Nebraska, which interferes with school purposes.

#### **BLAIR COMMUNITY SCHOOLS DRUG & ALCOHOL POLICY**

Engaging in the unlawful selling, use, possession, under the influence of, or dispensing of a controlled substance, inhalant or alcoholic liquor is PROHIBITED on school grounds, in school owned vehicles being used for a school purpose, or at a school sponsored activity

or athletic event. The District may use drug dogs or other drug detection.

That the following penalties be assessed for the offenses indicated when such offense occurs on school premises, at school sponsored activities, or in a school owned vehicle:

- A. Engaging in the unlawful selling or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in section 53-103, the penalty shall be expulsion for the remainder of the semester. (Copies of the above statutes are available upon request in the Principal's Office.)
- B. Engaging in the unlawful use or possession of a controlled substance, drug paraphernalia or an imitation controlled liquor as defined in section 53-103, the penalty shall be ten days suspension and drug/alcohol evaluation and counseling before readmission for the first offense and expulsion for the remainder of the semester for the second offense.
- C. Being under the influence of a controlled substance or alcoholic liquor, ten days suspension and drug/alcohol evaluation and counseling before re entry for the first offense, expulsion for the remainder of the semester for the second offense.
- D. For students involved in school activities: No participant in any Otte-Blair Middle School activity may be involved in the use of tobacco, engaging in the unlawful possession, selling, dispensing, or use of illegal drugs inhalant, or alcoholic beverages. The following penalties will be invoked:

**FIRST OFFENSE** - Will result in a two-week suspension from interscholastic contest or activities, including the next contest and/or activity. The student must continue to attend and participate in all practices and meetings during the suspension.

**SECOND OFFENSE** - Will result in the forfeiture of all privileges of participation in the sport or activity, including practices, for the remainder of the duration of that school year.

## **DISCIPLINARY PROCEDURES**

There are seven types of disciplinary procedures in effect in School District No. 1 of Washington County, Nebraska and the Blair Community Schools.

**ADMINISTRATIVE ACTIONS** shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of student, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling, or restriction of extra-curricular activity.

**EMERGENCY EXCLUSION** shall mean exclusion of a student from attendance in all schools within the system until the circumstance justifying the exclusion has been resolved.

**SHORT-TERM SUSPENSION** shall mean the exclusion of a student from attendance in all schools within the system for a period not exceeding five school days.

**IN-SCHOOL SUSPENSION** may also be authorized for a student subject to the infractions for which a short-term suspension is authorized. Specific rules for the In-School Suspension room have been established and will be given to students at the time this is assigned.

**LONG-TERM SUSPENSION** shall mean the exclusion of a student from attendance in all schools within the system in accordance with Nebraska Revised Statutes §§79-267 to 79-292.

**EXPULSION** shall mean exclusion from attendance in all schools within the system in accordance with Nebraska Revised Statutes §§79-267 to 79-292.

**MANDATORY REASSIGNMENT** shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action.

### **1. ADMINISTRATIVE ACTIONS**

Administrators or teachers may take actions regarding student behavior, other than emergency exclusion, short-term suspension, long-term suspension, expulsion or reassignment, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, requirements that a student remain in school after regular hours to do additional work, or requirements that a student receives counseling or restriction of extra-curricular activity.

## 2. EMERGENCY EXCLUSION

A student may be excluded from school on an emergency basis for a clear factual situation warranting exclusion or indicating that the student (a) has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community, or (b) if the student's conduct presents a clear threat to the physical safety of the student or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based.

- A. **Less than five (5) days.** If the exclusion is for five days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student, student's parents or guardian, describing the factual basis for the principal's action. The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.
- B. **Greater than five (5) days.** If the exclusion is for longer than five (5) days, the hearing procedures specified in Board Policy 505.04 shall be followed.

## 3. SHORT-TERM SUSPENSION

The Principal may deny any student the right to attend or to take part in any school function for a period of up to five (5) school days on the following grounds:

- A. Conduct constituting grounds for expulsion.
- B. Violation of school rules adopted by School Board pursuant to the Student Discipline Act, 1994.

The student shall be given oral or written notice of the factual situation upon which the exclusion is based, and an opportunity to present an explanation, or his version of the facts. Within twenty-four (24) hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student and his/her parent or guardian, describing the factual basis for the Principal's action. The Principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

## 4. IN-SCHOOL SUSPENSION

Guidelines for assignment to In-School Suspension (I.S.S.) are the same as those outlined in Number 3 above, Short-Term Suspension. I.S.S. is considered by school officials as an alternative method of Short-Term Suspension and is given as determined necessary by the Principal/Assistant Principal.

### Specific guidelines for I.S.S. are:

1. The Principal/Assistant Principal will determine the number of days a student is assigned to the I.S.S. Room.
2. Students may be assigned to the I.S.S. Room for any offense, which ordinarily would cause a student to be suspended from school on a short-term basis.
3. The I.S.S. room, which is a designated room in the building, will be supervised by an Otte-Blair Middle School staff member. This area will be isolated from all other students, and no one will be admitted to this area except for those faculty members in charge.
4. Students assigned to the I.S.S. room will receive credit for work accomplished.
5. Special Information:
  - a. Students assigned to the I.S.S. room will arrive at the main office no later than 8:05 a.m. in order to be escorted to the I.S.S. Room. Students tardy will receive consequences appropriate to the behavior. Students will be dismissed by the supervising adult at 4:00 p.m., unless otherwise arranged. Students may not leave until dismissed.
  - b. Students are to bring all materials with them - books, agenda, pencil, and pens.
  - c. Students are to remain in their seats at all times and work quietly.
  - d. Students are to raise their hand if they need to be heard.
  - e. Students are to use appropriate language and be polite at all times to the I.S.S. Supervisor and other students.
  - f. Students are to complete all work first, then they may read or draw quietly. If the student does not have something to do, an assignment will be given to them.
  - g. Students are to sit in their chair and stay awake.
  - h. All four legs of the chair will remain on the floor at all times.
  - i. Any damage to school property will be repaired by the student or paid for by the student.
  - j. Students will be accompanied when leaving the I.S.S. Room.
  - k. There will be a morning, lunch and afternoon restroom break. Students will be sent individually to the restroom during regular class time only - not at passing time.
  - l. Lunch will be eaten in the I.S.S. room. Students will be taken to the lunchroom ten minutes prior to the first regular lunch group. Visiting is not allowed during lunchtime. Food and drink are allowed only at lunchtime. No candy or gum is allowed.
  - m. If the student does not follow the above rules and/or procedures given by the Principal, Assistant Principal, or the

I.S.S. supervisor, additional days of In-School Suspension or Out-of-School Suspension will be assigned.

6. Absence from school will not count as a day of I.S.S. (i.e. 3 days of I.S.S. equals 3 days served). This includes prearranged doctor and dentist appointments.
7. Generally speaking, a student will not be assigned to the I.S.S. Room more than twice for the same offense during a semester. The Principal/Assistant Principal may make exceptions to this policy.
8. Students in I.S.S. are not eligible to participate in athletics or activities for that/those day(s).

#### **5. LONG-TERM SUSPENSION, EXPULSION, MANDATORY REASSIGNMENT**

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted for a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

When the decision is made to discipline a student for a long term suspension, expulsion, or mandatory reassignment, the Principal will make a reasonable effort to contact the parent/guardian and inform them of the situation which resulted in the discipline. The Principal will also inform the parent/guardian that the materials required by law will be mailed to their home via certified mail. A copy of the hearing request may be picked up at the school office and the process for initiating a hearing begins upon receipt of a signed request. The notice will include the rule or standard of conduct allegedly violated, the acts of the student which constitute cause of Long-Term Suspension, Expulsion, or Mandatory Reassignment, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony. The notice shall be accompanied by a form on which the student and student's parent/guardian may request a hearing. The student, student's parent or guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage.

#### **CREDIT FOR SCHOOL WORK DURING SUSPENSIONS**

Students who violate any part of the Student Code of Conduct as set forth in the Otte-Blair Middle School Parent/Student Handbook and received a Short Term or Long Term Suspension for such violation may request the opportunity to receive credit for schoolwork during the period of the suspension.

Such requests must be made to the Principal or Assistant Principal by the student or parent at the beginning of the suspension or before the student returns to school from the suspension.

When a request for credit for schoolwork during a Short Term or Long Term Suspension is made, school personnel will notify teachers and collect books and assignments. It will be the responsibility of the student or parent to pick up these materials from school. All school work must be completed and turned into the teacher within two school days upon the student's return to school from the suspension or as agreed upon by the student, teacher, and Principal/Assistant Principal in order to receive full credit for the work. Penalties for late work will apply (as with any assignment or test) should work not be turned in within two days.

Students who violate any part of the Student Code of Conduct as set forth in the Otte-Blair Middle School Parent/Student Handbook and receive an In School Suspension for such violation will receive full credit for schoolwork during the period of the suspension when that work meets all the requirements and criteria set forth by the teacher. The work must be completed during the In School Suspension or must be turned into the teacher by the regular due date.

Students who are expelled from school receive grades of "F" for all classes taken at the time of the expulsion.

#### **DRUG FREE SCHOOLS AND COMMUNITY ACT OF 1986**

Use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The District is required by the Drug Free Schools and Community Act of 1986, as amended to refer all instances of unlawful selling, use, possession or dispensing of a controlled substance or alcoholic liquor on school premises or at school sponsored activities for prosecution. In addition, the provisions of the code of conduct contained in this section provides for sanctions up to and including suspension, expulsion or mandatory reassignment.

Drug and alcohol counseling, rehabilitation and reentry programs are available and the explanation or information of such programs may be obtained from the counseling office or school administration. When deemed necessary by the school Principal a requirement for reentry to school, following a suspension, may include drug and alcohol screening or rehabilitation completed at the student's expense.

#### **NOTIFICATION TO LAW ENFORCEMENT AUTHORITIES**

The Principal or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act of a student that is known or is suspected of being a violation of the Nebraska Criminal Code. Criminal citations may be issued to students for violations of Nebraska's Criminal Code.

#### **REFUSAL TO ACCEPT REGISTERED OR CERTIFIED MAIL**

As required by law, notification to parents of many disciplinary matters must be made by registered or certified mail. State law stipulates that notification be sent and that receipt of this notification is not a necessary part of carrying out the stated discipline.

Consequently, refusal to accept registered or certified mail does not void the stipulations of the discipline as stated in the letter.

## **Co-Curricular Activities Program**

#### **NOTE TO STUDENTS AND PARENTS**

The student activity program of the Blair Community Schools is an important part of the education program. It includes a variety of activities that are viable components of the classroom activities. As such, the activities program strives to provide for the needs of young people, giving each student additional opportunities to acquire and develop skills, attitudes and appreciations according to his/her individual interests, needs and abilities. These activities help the student develop into a responsible and effective member of the community.

#### **RESPONSIBILITIES TO YOURSELF**

The most important responsibility is to gain experiences that develop character and wisdom for life's experiences. A student should seek to get the most from his/her middle school experiences. From studies and participation in extra-curricular activities and sports, the individual prepares for the future.

#### **RESPONSIBILITIES TO YOUR SCHOOL**

As a student representing the Blair Community Schools in an extra-curricular activity, you assume an important responsibility to the school. Blair cannot maintain its position as an outstanding school unless your participation is your best. By participating with maximum effort, you are contributing to the reputation of your school.

### **STUDENT ACTIVITY CARD REQUIREMENT**

As a means of contributing to the support of the entire activities program at Otte Blair Middle School, all students (grades 7 and 8) that participate in any sport or activity at the middle level will be required to purchase an activity card prior to participation in that sport or activity. Students in grade 6 have the option to purchase an activity card if desired. Purchasing an activity card once during the year will allow students to participate in any or all of the sports programs or activities offered at OBMS or Blair High School. All sports and activities offered at OBMS are listed below in this section of this handbook. Students are encouraged to purchase their activity card at the beginning of the school year, in order to get the most benefit from the card.

- Has a paid sponsor
- Travels to/from competitions or activities
- Pays entry fees to participate in competitions or activities
- Is provided school-purchased uniforms
- Accrues any other expenses paid by the district

### **UNIFORM USAGE FEE**

All middle level students that are involved in any activity that requires the use of a uniform, purchased by the School District, will be charged a \$5.00 fee per activity for uniform usage. This fee must be paid for in full prior to the issuing of a uniform to the student. Parents or students with questions should contact the Activities Director for more information.

#### **GUIDELINES FOR ACTIVITIES DURING THE SCHOOL DAY**

- A. The Principal may disallow students to participate in extra-curricular or academic trips during school time, if the student has had excessive absences, truancies, tardies, unsatisfactory classroom performance, disciplinary considerations, or any conflicting considerations.
- B. Field trips and activities conducted during the normal scheduled classroom period are not considered school time missed.
- C. The State Department of Education Guidelines Middle School Activities will be adhered to by Middle School. Game limitations are as follows:
  1. Football - 6
  2. Volleyball - 14
  3. Basketball - 12
  4. Wrestling - 8
  5. Track - 8

### **CO-CURRICULAR GUIDELINES**

Students who are not achieving at a satisfactory level may be requested by the teacher to attend after school study sessions. Students will continue to remain on the athletic team/activity group during this time. Students attending these study sessions will report to the teacher in which they are having difficulty until 4:00 p.m. Following each study session, students will be allowed to attend practice. Students will not have to attend the study sessions, once the teacher has determined that there isn't a need to continue.

### **STUDENT SENATE**

The purpose of the student senate is to: (1) encourage student participation in activities, (2) to provide a means of creating a better fellowship and understanding between faculty and students and among students themselves, (3) promote the general welfare of the school, and (4) provide an opportunity for student participation in decision making.

The middle school student senate consists of sixth, seventh and eighth grade students. The purpose of the middle school student senate is to coordinate activities at the middle school level.

### **ATTENDANCE AT AN ACTIVITY**

Students attending a school activity may not leave and re-enter the activity. This includes school dances and athletic events, as well as all school activities. Students absent from school due to illness will not be allowed to attend any activity scheduled on the same day.

### **SCHOOL CLUB AND ORGANIZATION OFFICE**

The school encourages students to participate in activities and organizations of the school; however, so that no students accept more responsibility than is reasonable, the following rule shall apply: No student may serve as president of more than one organization, club or class during the school year.

### **ORGANIZATIONAL PARTIES AND ACTIVITIES**

School sponsored and organized parties and activities must be scheduled through the Activities Director. When a student of

Otte-Blair Middle School wishes to bring someone who is not a Blair student to an activity scheduled after a game or another activity, that individual must obtain permission before the event from the Principal's office.

Regular "school dress" is appropriate at all activities unless students are notified otherwise. Organizations that sponsor activities are responsible for cleanup procedures.

### **WEDNESDAY AND SUNDAY ACTIVITIES AND PRACTICES**

The school works cooperatively with the churches in the community; activities are not scheduled on Wednesday evening or Sunday. Exceptions to this will occur only when an activity is a state sponsored activity or for special performances or activities approved by the Superintendent of Schools. Practices on Wednesday will end by 6:15 p.m. Practices on Sunday will be allowed if there is a Monday performance, and the Activities Director and/or Principal grant approval.

### **SCHOOL CANCELLATION**

If school is dismissed early because of inclement weather, all scheduled practices and activities will be canceled for that day. When school is dismissed for more than one day, or dismissed early for other reasons, activities and practices are scheduled at the Superintendent's discretion.

### **SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION**

Students must be in attendance a full day of school in order to take part in an activity (practice or performance) scheduled that same evening, unless the absence has been excused in advance of the absence. If the activity is scheduled during the school day, a student must be in attendance that part of the day preceding the activity, unless excused in advance. Students participating in activities must be in attendance at school, on time, the day following an activity. Students missing the day following a school activity may not be allowed to participate in the next contest/event.

### **MIDDLE SCHOOL COMPETITION**

The seventh and eighth grade students cannot compete, participate or perform in any activities, with or against students in high school. This rule applies to activities within the school or with other schools.

### **STUDENT INSURANCE**

A student accident insurance policy, as well as coverage for participation in some athletic events, is offered to students at the beginning of the school year. There are varying fees for different coverage and students and parents interested in this insurance should contact the Activities Director's Office for more information.

### **FUNDRAISING**

All fund raising projects must be on an appropriate form and scheduled through the Principal. The Superintendent must approve each request, and a purchase order number acquired before materials can be ordered. Each organization is limited to one fund raising project per semester.

### **SCHOOL SUSPENSION**

Students suspended from school are ineligible to participate or attend any school activity or attend any practice during the period of suspension.

### **FIELD TRIPS**

All field trips are to be approved by the Principal's Office and should be completed before May 1. The scheduling of buses must be done at least two weeks prior to the date of the event. Transportation requests are to be submitted to the Principal. Teachers supervising buses should read the bus regulations closely and insist that students follow the rules.

Students are not allowed to drive on field trips. This pertains to all school sponsored trips and is restricted for reasons of insurance and liability.

All students attending a field trip must have a permission slip signed and on file with the teacher sponsoring the trip prior to the trip. Field trip permit forms may be obtained in the school office.

## **SCHOOL BUS ACTIVITY RULES**

The school bus rules are to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulation for a problem.

All students while riding the bus must follow the following rules of conduct:

1. The sponsor is in full charge of the busload of students. Students shall comply promptly and cheerfully with requests. In the event that the sponsor does not control the students, the driver is directed to speak to the students. If this does not work, the driver is then to return immediately to Blair with the load of students.
2. The sponsor may assign students to seats.
3. Students must be on time. The bus cannot be detained for those who are tardy.
4. Unnecessary conversation with the driver.
5. Except for ordinary conversation, students shall observe quiet conduct on the bus; singing and cheering in unity will be allowed, but not screaming or unnecessary yelling.
6. Students will not throw waste on the floor of bus or out the windows.
7. No part of the student's body shall be extended out the bus window at any time.
8. Students should remain seated while the bus is motion and for the duration of a trip.
9. Damage to the bus shall be reported to the driver.
10. Seats may not be reserved.
11. Students must be quiet while the bus is stopped for railway crossings.
12. Students should not leave the bus from the emergency door except in an emergency.
13. Everyone who rides on the bus to an event must return to school on the bus.
14. Food is fine, but do not make a mess. All trash must be picked up, brought to the front of the bus and deposited in the trash container there. Loose cans or bottles cannot be allowed on the bus. Pop may be taken on activity trips; however, students, drivers or sponsors must not consume beverages while the bus is transporting students to and from an activity.
15. Drivers are not responsible for personal belongings left on the bus.

Time schedules may vary slightly with a seasonal change of activity. It is the activity bus rider's responsibility to know that i when it is announced. Any student that is in an activity is expected to ride the activity bus. If for some reason the student must ride with his/her parents, then the parents are responsible to contact the activity sponsor and ask for permission. The activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students. No student may drive his own vehicle to or from an activity when participating in that activity.

## **CODE OF CONDUCT at SCHOOL-SPONSORED EVENTS**

Whether you are a spectator or participant, school policies apply at all school-sponsored events. Co-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced. In addition, certain extra requirements for students attending or involved in co-curricular activities may be enforced.

Student spectators will not address or respond to any opposing player, coach, spectator, or official in any negative manner.

Refer to the Athletic Code of Conduct for athletic participants in addition to regular school rules and policies, and talk to your activity sponsors for more information.

## **CO-CURRICULAR ACTIVITY PHILOSOPHY**

Any great tradition is a long time in building; it takes the hard work of many young adults and the loyal support of parents and community. As a member of a Blair co-curricular activity group, you have inherited a tradition that is one of the finest in the state. We believe in excellence and that total effort must be exerted to finish first; however, it is the striving, not necessarily the arriving, that brings out the best in a person. Some good must result in the attempt a team or group makes to win. Winning is merely one result of that attempt. There must be a complement to that win, which naturally comes to the group, which also made the attempt but lost. You automatically assume a leadership role when you are involved in a co-curricular activity. The student body, the community, and other communities judge the school by your conduct and attitude, both at school and away. Because of this leadership role, you can on contribute greatly to school spirit and community pride. Make BLAIR proud of you, and your community proud of Blair.

## **DRUG FREE ACTIVITY STATEMENT**

The faculty at Otte-Blair Middle School is committed to endorsing a "Drug Free Lifestyle" for the students of our school. The drug-free lifestyle for students means no illegal use of any drug or alcohol. The adult commitment to appropriate drug free role modeling means no use of illegal substances and responsible use of legal substances.

## **BLAIR COMMUNITY SCHOOLS DRUG AND ALCOHOL POLICY FOR STUDENTS INVOLVED IN ACTIVITIES**

No participant in any Otte-Blair Middle School activity may be involved in the use of tobacco, engaging in the unlawful possession,

selling, dispensing, or use of illegal drugs or alcoholic beverages. The following penalties will be invoked:

1. **FIRST OFFENSE** - Will result in a two-week suspension from interscholastic contest or activities, including the next contest and/or activity. The student must continue to attend and participate in all practices and meetings during the suspension.
2. **SECOND OFFENSE** - Will result in the forfeiture of all privileges of participation in the sport or activity, including practices, for the remainder of the duration of that school year.

#### **MIDDLE LEVEL ACTIVITIES OFFERED**

**Drama** - The middle school drama program will consist of a number of after school workshops that will be open to any interested student in grades 7-8. Workshop topics will include all aspects of a secondary school drama program a student would need to know in order to become familiar with the staging and production of a play. In addition, a play will be performed by students involved in this program during the spring of the school year.

**Middle School Yearbook** - The staff is selected in the fall to assist with the yearbook.

**MATHCOUNTS** - This group is open to any qualified 7th or 8th grade student who meets standards established in regard to standardized test scores or who is recommended by a teacher. Sponsored by the Nebraska Society of Professional Engineers, students participate in meeting twice a week with the purpose of increasing their problem solving skills. Regional competition is held in February and State competition in March. Interested students should contact their math instructor for more information concerning this program.

**Middle School Band** - This is available to any 6th, 7th or 8th grade student. It includes lessons, small ensembles, marching band, jazz band, flag squad, concert band, and several concerts.

**Middle School Show Choir** - Middle School Show Choir is a select group open to 7<sup>th</sup> and 8<sup>th</sup> grade choir students by audition. The Choir performs at all middle school choir concerts and for various functions in the Blair community.

#### **MIDDLE SCHOOL ATHLETIC PROGRAM**

The Otte-Blair Middle School Athletic Program consists of a combination of interscholastic and intramural competition, both of which are skill-based programs.

The athletic program is designed to provide wholesome opportunities for every student who desires competitive activity in sports. Each athletic contestant shall be encouraged to develop in the following ways:

1. You should participate for the enjoyment of the activity and the benefits it may offer.
2. Your goal shall be to win with honor, but the real emphasis should be on the satisfaction of having given your best possible performance and your maximum contribution toward a team effort.
3. Your action will at all times be governed by the rules of good sportsmanship.
4. You must learn to be humble in victory, and in defeat to analyze the loss to constructive means for improvement.
5. All opponents will be considered worthy, respected challengers - not enemies to be defeated.

#### **ATHLETIC CODE OF CONDUCT**

Athletics are very demanding upon an individual, both mentally and physically, and before an athlete can perform up to his/her abilities, it is necessary for the person to be in top physical condition. You "have to pay the price" in order to be a champion. A big part of this price is following a simple set of training rules that your coaching staff believes is fair and will bring results.

##### **Appearance:**

1. Athletes will always be neat, clean and well groomed while participating.
2. All athletes will take pride in their dress and appearance. No outlandish dress or attire will be permitted.

##### **Practices:**

1. Athletes are expected to attend all practices. Should an athlete not be able to attend a practice and is at school all or part of the day, he/she must notify the coach, activities director, or school administrator. Students may be required to attend practice and not participate as determined by the coach. in advance. Exception: when the athlete is absent from school, he/she does not need to notify the coach.
2. Unexcused absences will be handled in the following manner:
  - a. First offense will result in the athlete missing the next scheduled contest.
  - b. Second offense same as first offense with conditioning for one week.
  - c. Third offense will result in dismissal from the squad for the season.

##### **Tobacco, Alcohol or Drugs**

If an athlete is found guilty of engaging in the unlawful possession, selling, dispensing or use of illegal drugs, tobacco, or alcoholic beverages the following penalties will be invoked:

1. First offense: two-week suspension from interscholastic contests. The athlete must continue to attend and participate in all practices during the suspension.
2. Second offense: Forfeiture of all privileges of athletic participation, including practices for the remainder of that sport season.

## **ATHLETIC PROGRAMS**

### **FALL SPORTS**

#### **Football**

The middle school program consists of two traveling teams, one at the 8th grade and one at the 7th grade level. The traveling teams play a four-game interscholastic schedule. The season lasts approximately 10 weeks and is offered at the beginning of the fall season and runs through mid October.

#### **Volleyball**

The middle school program consists of the top 12-14 8th grade players being selected for the traveling team to compete in interscholastic competition. The remaining 8th grade players not making the traveling team, along with 7th grade players, are divided into two skill-based groups. Students are regrouped within their skill group for competition against each other. The season lasts approximately 10 weeks and is offered at the beginning of the fall season and runs through mid October. The final number of students selected may be more or less than the number mentioned. Final numbers will be determined jointly by the coaching staff, building principal and activities director.

### **WINTER SPORTS**

#### **Boys Basketball**

The middle school program consists of the top 12-14 8<sup>th</sup> grade players and 12-14 7<sup>th</sup> grade players being selected for the traveling team to compete in interscholastic competition. If excess number of players are still remaining intramurals may be considered for the remaining 7<sup>th</sup> and 8<sup>th</sup> grade players. Students are regrouped within their skill group for competition against each other. The season lasts for 10 weeks and is offered at the beginning of the winter season (the last part of October to the middle of January). The final number of students selected may be more or less than the number mentioned. Final numbers will be determined jointly by the coaching staff, building principal, and activities director.

#### **Girls Basketball**

The middle school program consists of the top 12-14 8<sup>th</sup> grade players and 12-14 7<sup>th</sup> grade players being selected for the traveling team to compete in interscholastic competition. If an excess number of players are still remaining, intramurals may be considered for the remaining 7<sup>th</sup> and 8<sup>th</sup> grade players. Students are regrouped within their skill group for competition against each other. The season begins mid-January and ends the last of March. The final number of students selected may be more or less than the number mentioned. Final numbers will be determined jointly by the coaching staff, building principal, and activities director.

#### **Wrestling**

Wrestling is offered to all students in grades 7 and 8 at the middle school. The season begins the middle of January and ends in March.

### **SPRING SPORTS**

#### **Boys Track**

All boys in 7 and 8 are offered a chance to compete in track during the spring months. When possible separate seventh and eighth grade schedules are offered. All competition is interscholastic.

#### **Girls Track**

All girls in grades 7 and 8 are offered an interscholastic schedule of competition with a separate seventh and eighth grade schedule

when possible.

#### **PHYSICALS AND PARENTAL PERMISSION**

Provisions are made for all athletes in grade 8 to receive physicals through the Blair Schools at the Blair Clinic. Any student who is unable to attend the regularly scheduled physical time must schedule and pay for his/her own physical. Seventh grade school physicals are accepted in place of the athletic physical if they occurred no earlier than May 1<sup>st</sup> of the student's 6<sup>th</sup> grade year.

Additionally, parents must sign the parental permission form before a student is allowed to participate in an athletic program. All forms are kept in the office.

#### **TEAM TRAVEL**

The Blair District provides transportation to and from athletic contests. Team members are expected to travel to and return from a contest by the same mode of transportation. Exceptions are made only when absolutely necessary and then permission must be granted by word of mouth directly to the athlete's parents from the coach or sponsor.

Blair Community Schools



# Report it!

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

## REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

## 4 EASY WAYS

 <http://1641.alert1.us>

 [1641@alert1.us](mailto:1641@alert1.us)

 712.227.5375

 Text your tips

to 712.227.5375



For emergencies, always call 911. All tips submitted to our SafeSchools Alert system are taken seriously and will be acted upon. Please be responsible with your submissions.



# STANDARD™ RESPONSE PROTOCOL

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://loveguys.org>



## LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

### STUDENTS:

- Return to inside of building
- Do business as usual

### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

### STUDENTS:

- Move away from sight
- Maintain silence

### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

### SAMPLE HAZARDS:

- Tornado
- Hazmat

### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

### STUDENTS:

- Appropriate hazards and safety strategies

### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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