



BEATRICE
PUBLIC SCHOOLS

Preschool - 12

Student Handbook

2024-2025

The mission of Beatrice Public Schools, a student-focused family, is to provide a foundation that equips every student with the tools to pursue their goals and contribute to society through purposeful and relevant educational experience built around strong relationships.



Welcome to Beatrice Public Schools!

It is my privilege as superintendent to work firsthand alongside our dedicated Beatrice Public Schools staff and our amazing students and families. Beatrice is a community connected by education and is devoted to our quality school system. We maintain high standards in academics, arts, and athletics to remain a pinnacle of educational institutions against which many other districts are measured.

The learning environments in our schools serve as a premiere platform to engage our students throughout their educational journey. Thanks to our supportive community,

Beatrice Public Schools continues to thrive and provide students with opportunities to explore their passions and pursue their dreams.

At Beatrice Public Schools, we know the importance of providing a customized, tailored approach to educating each child which makes our students and our district successful. We offer a wide range of activities and student organizations to promote curiosity, involvement, and areas for all students to harness and develop their interests. From our student champions in academics to our state champion arts programs and athletic teams; Beatrice Public Schools has demonstrated success on the local, state, and national levels.

That tradition of excellence requires unity, collaboration, and dedication from all partners of the community. The generous support of our agricultural community and businesses is unequalled, and we are fortunate to work together in the best interest of our youth.

I am proud to serve this highly successful system. At Beatrice Public Schools, we are confident that our students are entering the world well-prepared, well-rounded, and well-educated.

We encourage you to become our partner in education and experience our school district.

Mr. Jason Alexander
Superintendent

DISTRICT BUILDINGS

<u>PRESCHOOL/ELEMENTARY SCHOOL</u>			
Beatrice Preschool/ Elementary School	James Ford, Principal Missy Timmerman, Principal	333 N 33rd Street	(402) 223-1525
<u>MIDDLE SCHOOL</u>			
Beatrice Middle School	Andrew Haake, Principal Craig Stengel, Assistant Principal	215 N 5th Street	(402) 223-1545
<u>HIGH SCHOOL</u>			
Beatrice High School	Philip Voigt, Principal Dylan Kendall, Assistant Principal Gus Brown, Activities Director	600 Orange Blvd	(402) 223-1515
<u>District Office</u>			
Superintendent Assistant Superintendent Special Education Director	Jason Alexander Dr. Jackie Nielsen Beth Cordry-Hookstra	320 N 5th Street	(402) 223-1500

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ADMISSIONS

The following students shall be admitted to the Beatrice Public Schools:

1. Emancipated minors residing in the district
2. Residing in the district with a parent or legal guardian who is a resident of the district
3. A child who is a ward of the state or court and (1) has been placed in the school district but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a state-approved special education program, may be enrolled in the school district to the extent required by law. In such an event, costs of education and transportation are to be paid by the state, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward. A child who is a ward of the state or court who resides in the school district in a foster family home licensed or approved by the Department of Health and Human Services (“Department”) or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such a school district. If such a determination is made, the child is deemed to be a resident of the school district and will be admitted as a resident student. A child who is not a ward of the state or court and who is residing in a residential setting in the school district for reasons other than to receive an education is subject to the following:

First, if the residential setting does not maintain an interim-program school, the school district will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school districts agreeing to have such other school districts provide the educational services.

Second, if the residential setting does maintain an interim-program school, the child’s educational services will be provided by the interim-program school without the school district’s involvement. However, the school district may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

4. Students residing in the district with a parent or guardian who, having entered public service of the State of Nebraska, is residing within the district for temporary purposes incidental to serving the state
5. Unaccompanied Youth - A homeless child or youth living in the district who is not in the physical custody of a parent or guardian.
6. Students approved for the option enrollment program per policy 5006
7. Students participating in an approved foreign exchange program
8. Children of divorced parents, if either parent resides in the district
9. A child residing in a group home, skilled nursing facility, foster home, shelter, or other similar residential facility which is located in the district and which has legal or actual charge or control of the child.
10. Adults, age 19 or 20, residing in the district who have not completed high school
11. A homeless or “in transition” person who is physically present in the district, or who resided in the district immediately prior to becoming homeless or “in transition”. Homeless or “in transition” is defined as a child who lacks a fixed, regular, and adequate nighttime residence; and includes: (1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children or youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described in items 1-3. The term “homeless”, “homeless individual” or “in transition” does not include any individual imprisoned or otherwise detained by an Act of Congress or State Law.

Any student who is designated as “homeless” or “in transition” is eligible for support with instructional needs and accommodations to allow students to attend school. Once a school has been selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled, even if the child or youth is unable to

produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency, or has missed any application or enrollment deadlines during any period of homelessness. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record and shall not be deemed to be directory information. To access support for homeless or "in transition" needs, call the superintendent, at 402-223-1500.

12. Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act.

For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Resident students who have been expelled from the district will be eligible for academic credit upon successful completion of approved alternative courses, or programs. Students will be advised in writing of the availability of alternative courses or programs.

If a parent/guardian refuses to permit an expelled student to participate in an alternative school, class, or program, the district will have no further obligation to the student, parent/guardian with regard to providing an alternative school, class, or program except as required (under the IDEA and NDE Rule 51) for special education students.

13. Military Children of Families: If a parent presents documentation to the District of military orders that a military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's student. Students may be admitted to the Beatrice Public Schools, at the district's discretion, who are:

1. Nonresident tuition students;
2. Students whose residence in the district ceases during the school year, who may be allowed by the district to continue attending school for the remainder of the school year without the payment of tuition; and,
3. Non-resident students who may be admitted without the payment of tuition, if they are in the actual physical custody For a resident of the school district and are not residents of an adjoining district, and the school board determines that the pupils would otherwise be denied guaranteed free common school privileges.

14. Part-Time Enrollment of Non-Public School Students-

The Board of Education shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students." For more information please reference policy 5004.

Birth Certificate

Upon admission to the Beatrice Public Schools, the parents/legally appointed guardian of any child preschool to grade 12 shall furnish a certified copy of the student's birth certificate issued by the state in which the child was born; or when an official certificate is unattainable, other reliable proof of the child's identity and age (e.g. naturalization or immigration documents showing date of birth, or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parent/legally appointed guardian fails to comply with this request within thirty (30) days, the school shall notify them in writing that they need to comply within ten (10) days.

If compliance is not obtained within that ten (10) day period, the school shall immediately report the matter to the Beatrice Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Beatrice Police Department.

Change Of Address

Any changes of address, telephone number, emergency reference, place of employment, or doctor should be reported to the school.

Use of Legal Name

All permanent student records that are maintained by the Beatrice Public Schools must reflect the legal name of the student which is listed on the birth certificate or other legal notarized document.

Residency Requirement

To be a legal resident, a student must permanently reside within the boundaries of the school district with either his or her parent(s), legal guardian(s), or other person or be an emancipated individual. The student's enrollment must include two documents to show proof of residence (utility, service, phone, or other bill with address identifying proof of District 15 residency).

Students who are unable to meet this requirement of residency, except as otherwise provided or required by law, shall be denied admittance to school unless they comply with the requirements set forth in the board's policy related to non-resident students.

Except as otherwise provided by law, the administration shall, when there is a question about whether a student meets the requirements, require an affidavit (Application for Admission and Power of Attorney) of the student's parent(s) or legal guardian(s) or other persons who are responsible for the student's supervision and support, attesting that they reside within the district, the student resides with them permanently on a day-to-day basis, and they provide for the support of the student.

Failure on the part of the student's parent(s) or legal guardian(s) or other person/s to provide the administration with such evidence shall be deemed as evidence of non-residency and the student in question shall immediately be denied admittance to the school until proof of residency is provided the administration, unless they are emancipated.

In cases of denial of admission, applicants shall be informed of appeal procedures. The Board of Education may waive this requirement for a period of time not to exceed the remainder of that school year, provided the parent(s) or legal guardian(s) or other person(s) present other reasons for the board to waive the requirements of this policy.

Transfers and Moving

The parents of students who are moving out of the district are required to report to the office information regarding the anticipated date of transferring or moving. At this time, they are to check in to the teacher all books and supplies which have been loaned to them by the school.

CURRICULUM & ASSESSMENT

Assessment

The district assessment program complies with state law and local policy. All students in grades 1-11 are assessed using the IXL norm-referenced assessment. IXL is used to measure learning in mathematics and reading. IXL is an adaptive, computer-based assessment that provides each student with an individualized assessment of their learning progress. IXL is administered three times during the school year. Additionally, the district utilizes the Dibels assessment as a universal reading screener for all students in grades K-3. This assessment guides teachers in the development of reading improvement plans and reading instruction throughout the year.

Student performance on state standards is measured by participation in the NSCAS (Nebraska Student-Centered Assessment System) tests provided by the Nebraska Department of Education (NDE). All students in grades 3-8 participate in the NSCAS (reading) and NSCAS (mathematics) assessments.

In addition, students in grades 5 & 8 take the NSCAS science test. Student scores from the NSCAS tests are provided by NDE and distributed to parents by each building.

Additionally, all students in grade 11 will take the ACT and be assessed in math, science, English, reading, and writing. Students in grade 10 will take the PreACT.

Specialized testing is individually conducted for placement decisions for programs such as resource, speech, Title I, and English Language Learners.

Parents receive updates on student progress throughout the year through teacher notes, teacher calls, formal quarterly report cards, and parent-teacher conferences. Portfolio collections show student progress over time. Parents are encouraged to ask questions about the standards/assessment program by calling the building principal or the district assistant superintendent.

Parents are encouraged to contact their child's teacher or principal whenever they need information on student progress. Report cards will be made available to parents quarterly. Promotion of students shall be based upon the student's satisfactory completion of the prescribed work, taking into account the student's special programming. All students are expected to work at a level commensurate with their ability.

American Civics Education

Nebraska law requires that all social studies courses must include and adequately stress contributions of all ethnic groups to the development and growth of America into a great nation; to art, music, education, medicine, literature, science, politics, and government; and to the war services in all wars of this nation.

In at least two of the three grades from the 5th grade to the 8th grade in all public and private schools, time must be set aside for the teaching of American history from the social studies curriculum, which must be taught in such a way that all students are given the opportunity to: become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for the U.S. Constitution and the Constitution of Nebraska; and prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

The social studies curriculum in the district will incorporate one or more of the following for each student:

1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by the U.S. Citizenship and Immigration Services prior to the completion of 8th grade and again prior to the completion of 12th grade with the individual score from each test for each student made available to a parent or guardian of the student; or
2. Attendance or participation between the commencement of 8th grade and completion of 12th grade in a meeting of a public body as defined by Section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
3. Completion of a project or paper and a class presentation between the commencement of 8th grade and the completion of 12th grade on a person or persons or an event commemorated by a holiday or on a topic related to such person or persons or event.

Classroom Exemption

The Beatrice Public Schools recognizes the vested interest that parents and/or guardians have regarding the education of their children. On occasion, parents and/or guardians may find that the curriculum of the school contradicts the religious, cultural, or family belief systems of an individual.

These individual differences in beliefs and values may be found in units of study associated with any area of the social sciences, humanities, arts, sciences, and/or other curriculum areas.

Parents and/or guardians must provide a written request for an exemption and meet with the teachers and administration.

In recognition of parental/guardian interests, and the potential for contradictory values or beliefs, the Beatrice Public Schools may allow students to opt out, receive alternative curriculum, or be exempted from a limited number of units of study in required or elective curriculum. Questions about the curriculum and materials should follow Board Policy 6300.

Library

Beatrice Public Schools library material selection policies require our libraries to provide materials that stimulate growth and knowledge, literary appreciation, support the curriculum, and provide materials on all sides of opposing issues. Our school libraries have a responsibility to serve all of the readers in our care. Students are not only different ages; they arrive at school with different reading levels, different backgrounds, and different experiences that have shaped their lives. We have a responsibility to offer a wide range of book choices that meet all of their diverse needs.

We respect a parent's right to help a student choose reading material. Questions about the curriculum and materials should follow Board Policy 6300.

1. When items are not returned by the due date, they are placed on an overdue list, and students are notified regularly through their classroom teachers that they have overdue materials.
2. The library media specialist may contact a student's parents or guardians and/or restrict a student's library media center privileges when the student continually has overdue items, or has items overdue for an excessive length of time.
3. If a student reports an item lost, parents or guardians will be notified. When items are lost or damaged, students will be charged according to the fee schedule.
4. If the lost item is found and returned prior to the end of the school year, the money will be refunded.
5. If a student damages a library book or textbook, a charge for repair or rebinding may be made at the discretion of the library media specialist.
6. Each building may institute its own procedures so that this policy is carried out fairly and efficiently.

Progress and Promotion

Parents shall be kept informed of student progress through the use of progress reports and conferences. Parents are encouraged to contact their child's teacher or principal whenever they need information on student progress. Report cards will be made available to parents quarterly. Promotion of students shall be based upon the student's satisfactory completion of the assigned work, taking into account the student's special programming.

Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally, as determined by the professional staff. Students will typically progress annually from grade to grade. If a parent would like the district to evaluate the possibility of retention for a student, the parent must work with the building principal. The district will utilize the Light's Retention Scale and Policy 5201 to aid in the process of determination.

EMERGENCY RESPONSE PLAN

Physical protection of every school pupil is a responsibility that rests upon all officials involved in administering educational programs. Not only are they concerned with school safety as it relates to the traditional school environment, but they also take every reasonable precaution to protect pupils from possible disaster.

Emergency Operation Plan

Preparedness for such emergencies starts with planning, and planning starts with basic state and local policy translated into administrative procedures which are included in the district's EMERGENCY OPERATION PLAN.

All school personnel are provided training and in-services on handling situations resulting from disasters which include: careful planning to meet emergency situations, assignment of responsibilities, pupil instruction, organized teacher/pupil action for each type of disaster, and appropriate responses achieved through regular fire, tornado, hold, shelter, lockdown, secure, and evacuation drills.

Topics covered in the EMERGENCY OPERATION PLAN:

- crisis identification/I Love You Guys protocol
- fire
- tornado
- winter storm/blizzard
- bomb threat
- lockdown
- intruder in the building
- evacuation of the school to another location
- hazardous materials
- shelter in place
- abduction of a student
- student/staff death
- suicide risk
- medical emergency
- transportation protocol

Preventive Programs & Activities

In addition to emergency procedures, the district actively promotes a preventive approach to district-community security by working with the following school safety programs:

- Beatrice Public Schools building-level safety and security committees
- Beatrice Public Schools district and building level crisis team
- Beatrice Public Schools Security Committee
- Standard Response Protocol
- Threat Assessment Team

The school district works frequently with Emergency Management Services and law enforcement officials (SROs) to continue important communication and cooperative response efforts. The school district also engages the services of outside experts to conduct an annual security audit to meet NDE Rule 10 requirements.

At Beatrice Public Schools, we are committed to safety. We are actively engaged in many activities which can be considered school safety issues, and we are constantly working to improve in all areas, but especially in the area of safety. If a parent or guardian has any questions about the Emergency Response Plan in a child's school, we would encourage him/her to please contact the school principal.

When school must be closed because of bad weather or other emergencies, announcements will be made by the superintendent or his/her designee on radio and television as promptly as possible.

The superintendent or his/her designee will also send an automated phone and text message to every family in the school district through the district's automated messaging system. **PLEASE DO NOT CALL THE SCHOOLS.** School telephones must be available for emergencies. Students who ride the bus can expect the bus schedule to be delayed during bad weather.

Every building in the district has a specific evacuation alternate site or sites, if needed. Those sites will be shared with parents if the need warrants their use.

Parents may reserve the right to keep children at home and/or to pick them up early on days of inclement weather; however, the school district does advise parents not to remove their children from their attendance center during an emergency "warning" situation until an "all clear" is given and it is safe to travel within the community.

The district also has "Student Pick-up Procedures for Parents" in place for parents to sign their children out of school, if they wish. Please notify school officials when a child is being kept at home or is being picked up early due to the weather. This will aid the school in accounting for each child.

Standard Response Protocol

Beatrice Public Schools is committed to the safety and well being of our students and staff. BPS has adopted the Standard Response Protocol by the “I Love U Guys Foundation” as its response to emergency situations.

The Standard Response Protocol (SRP) is a set of research-based actions/drills designed to prepare students, staff and parents for emergency situations. Throughout the school year, all students and staff members participate in various drills to educate students on the five possible actions of the SRP: Hold, Secure, Lockdown, Evacuate and Shelter. Signs detailing the protocol are posted in each classroom and in various common areas throughout our schools. Our hope is that these signs serve as a visible reminder, not only for students and staff, but also for visitors should they hear an announcement of a specific action in the protocol over the public address system.

One of our safety objectives is to practice the standard response protocol drills regularly throughout each school year. Beatrice Public Schools work collaboratively with the Beatrice Police Department and Beatrice Fire Department to ensure everyone is following the same emergency protocols and procedures in our schools.

Other Safety Drills

The school laws of Nebraska require that each school hold at least two fire drills the first 30 days of school and eight additional fire drills during the school year for a total of 10 drills. Students are taught to leave the building quickly, quietly, and in a safe, organized manner. Students will not be allowed to go to their lockers for extra clothing when a fire drill is taking place. State law also requires schools to conduct two tornado drills per year.

Transportation Protocol - All pupils shall be given an opportunity to participate in school bus evacuation drills, including those pupils who ride a bus only on special trips.

Parents are encouraged to call the building principal if questions arise about drills conducted by the school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. The school will also have an established student pick-up protocol in case of certain emergencies.

FOOD SERVICES

Dawn Holthus - Food Service Director - 402-223-1536

All students are encouraged to make use of the cafeteria services provided by their school. We ask that students conduct themselves appropriately, observing the regulations and manners set forth by the cafeteria supervisor at all times. If a student prefers to bring lunch from home, they will also eat it in the cafeteria.

Milk or juice may be purchased separately. No food is to be taken from the cafeteria. Students are expected to take their trays to the receiving table when they are finished eating.

Students will use their student ID number to purchase a meal or an item from the cafeteria. The number is entered into the computer after the meal has been taken, and the appropriate amount is deducted from the family lunch account.

The lunch program accounting system is a debit system, which means that individuals deposit money into the child's lunch account and as students eat, the meal charge is deducted from the lunch account balance. Students will not be allowed to charge a la carte items against his/her account if the account has a zero or negative balance. It is necessary to keep money in the student's account so children can continue to purchase against it.

When the family account starts to get low, a verbal or written notice will be given to the student when he/she goes through the lunch line. Additionally, a notice through Infinite Campus will be sent to a parent's email. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the family account. Payment for lunches should be given to the school secretary or made on Infinite Campus Parent Portal.

To check the status of the student's lunch account, a parent may: Call the school secretary anytime between the hours of 8:00 A.M. and 3:30 P.M. for the account balance or by checking on the Infinite Campus Parent Portal account. If no one answers at the time, parent's may leave a message and someone will return the call as soon as possible.

Negative Cafeteria Account Procedure

- Infinite Campus is set to send notices to parents when the child has reached a negative balance in their account.
- Register tells students when negative balance is reached.
- Emails are sent from Infinite Campus every day that the account is negative.
- Students will not be able to purchase extra items if their account is negative or if they do not have money to purchase the items.
 - At \$15 negative a food service director makes contact with parents.
 - At \$30 negative student/parent visits with the principal.
 - At \$50 negative the District Office sends notice to parents.

Free and Reduced-Price Meals

Students from families whose income is below certain designated levels are eligible for free meals or reduced price meals. You must complete a new Free and Reduced-Price Meal form each school year. Information concerning the eligibility income scale or any other facet of the program is available at the District Office or in the school office. The lunch program point of sale system does not identify the student who qualifies for free or reduced-price meals in any way. The student will enter their lunch number and the cashier will verify only the name.

Breakfast and Lunch Prices

	Preschool	Elementary Student	Middle School Student	High School Student	Adults
Breakfast	\$2.50	\$2.50	\$2.50	\$2.50	\$2.85
Lunch	\$2.50	\$3.25	\$3.40	\$3.40	\$4.70
Reduced Lunch		\$.30	\$.30	\$.30	
Reduced Lunch		\$.40	\$.40	\$.40	
Extra Milk		\$.55	\$.55	\$.55	

HEALTH

Health Records

Nebraska law requires that all students entering kindergarten, 7th grade, or transferring from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within six (6) months prior to entry into the school system.

Prior to enrollment, the parent or guardian shall present written verification of a physical examination by a physician, physician assistant, or nurse practitioner, or sign a written statement objecting to a physical examination.

Nebraska law requires a school vision evaluation for all children within six (6) months prior to entering Nebraska schools for the first time (includes beginner grades and seventh grade, including kindergarteners, transfers, and other students new to Nebraska), unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The vision evaluation may be performed by a physician, optometrist, nurse practitioner, or physician's assistant. The visual evaluation is to consist of testing for: amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Prior to enrollment, the parent or guardian shall present written verification of a vision evaluation, or sign a written statement that he/she does not wish their child to have a vision evaluation. The superintendent or superintendent's designee shall also provide a telephone number of other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

Nebraska law requires all students to be appropriately immunized for diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B, varicella (chicken pox), haemophilus influenzae type b (Hib), invasive pneumococcal disease, and other diseases as required by applicable law, according to grade level and for students transferring into the district from out of state. Every student entering the 7th grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine, which meets the standards approved by the U.S. Public Health Service for such biological products, as such standards existed on January 1, 2009.

The superintendent or superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. Students may be excluded from school if immunizations are not current or a plan in place to comply with the regulations.

Prior to school entry, parents/guardians shall present written verification of immunizations, signed by a parent or guardian, unless the parent or guardian submits a written statement that establishes an exception to the immunization requirements is met. Information about exceptions to the immunization requirements may be obtained from the school nurse.

In the event of a verified outbreak of any disease for which a student has not been immunized, he/she will be excluded from school for the duration of the outbreak as directed by Nebraska DHHS. Students not meeting the requirements of this policy shall be excluded from school until such time as they are in compliance.

Each student (re)entering our district is required to have a BPS Immunization/Health Record completed by parents/guardians. The privacy of student records is protected by the Family Education Rights and Privacy Act (FERPA). Only school personnel with a legitimate educational need to know will have access to records. Staff members who have a need to know specific health information for the safety of the student will be informed of necessary adaptations.

A signed release of information will be obtained from parents/guardians before information is shared or requested by any individual or agency.

Parents/guardians of students with a known health condition for which treatment or a medical procedure may be required during the regular school day will, with the student's medical provider and school nurse, develop a health action plan annually to assist school staff in recognizing and treating symptoms that arise during school.

Health records are considered to be education records. The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) will only apply when records are requested from a covered entity.

Health Services

A school nurse is assigned to each school. The nurse's schedule is available at each school. The nurse can be contacted during the day by calling the child's school during the school year.

Students' Health

Whenever a child shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school authorities shall be notified at once. Such students may be excluded from school as provided in Nebraska Statute.

Normal, good health and practices should be used at all times. The school's goal is to keep students in school when they will benefit from their attendance and, while not putting other students at risk. Students feeling uncomfortable and unwell, to the extent that the student is unable to accomplish normal activities, should not be in school. Contagious or infectious diseases transmitted by airborne particles or droplets may require exclusion from school until uncontrolled coughing subsides.

Students with health concerns should be evaluated to determine if school attendance is appropriate. The following Nebraska Department of Health & Human Services guidelines will be used:

1. Students with a temperature of 100 degrees or more shall not be in school. Students may not return until they have been without a fever (less than 100 degrees) for 24 hours. Absence of fever must be without fever-reducing medication.
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to attend school in accordance with the Nebraska Department of Health & Human Services 173 NAC 3, attachment 1 – contagious and infectious diseases/conditions.

Diseases included are:

- Diphtheria – Exclude cases. Return with documented physician approval.
- Hepatitis A – Exclude for no less than seven (7) days after onset of jaundice. Return with documented physician approval.
- Meningitis (bacterial) - Exclude until antibiotic course has been initiated and symptoms have fully resolved, then may return with medical clearance.
- Meningitis (viral) – Exclude from onset of symptoms until full resolution, and may return with medical clearance.
- Pertussis – Exclude until physician approves return to school per written documentation.
- Poliomyelitis (Polio) – Exclude until physician approves return.
- Tuberculosis – Exclude. Physician treatment essential. May return with documented physician approval.

Students with the following contagious and infectious diseases/conditions cannot return to school until the following conditions are met:

- Chickenpox – Exclude until all lesions are crusted.
- Conjunctivitis (Pink Eye) – Exclude symptomatic cases. May return when the eye is normal in appearance or with documentation from the physician that child is no longer infectious.
- Enterobiasis (Pinworm, Threadworm, Seatworm) – Excluded until treated as documented by physician.
- Fifth Disease – Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.
- Hand, Foot and Mouth Disease – Exclude during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
- Impetigo – Exclude until brought under treatment and acute symptoms resolved.
- Influenza – Exclude for duration of illness.
- Measles – Exclude for duration of illness and for no less than four (4) days after onset of rash.
- MRSA (staph bacterial infection) – Exclusion unnecessary unless directed by physician.
- Mumps – Exclude five (5) days from onset of swelling in the neck.
- Pediculosis – (Infestation with head or body lice) – See guidelines below.
- Ringworm (Tinea infections) – If affected areas cannot be covered with clothing/dressing during school, exclude until treatment starts.
- Rubella (German Measles) – Exclude for duration of illness and for no less than four (4) days after onset of rash.
- Scabies – Exclude until the day after treatment is started.
- Shingles/Herpes Zoster – Exclude children with shingles/zoster if the vesicles cannot be covered, until after the vesicles have dried.
- Streptococcal Infection - (Scarlet Fever, Scarletina, Strep Throat) – Exclude until fever free and under treatment for 24 hours.

Guidelines for Head Lice

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

Presence of Head Lice

1. The parent or guardian of the student with live lice is to be contacted by the health office staff the day live lice are found. Notify parents that live lice were found.
 - student will go home at the end of the school day
 - encourage parents to come pick up their child earlier, if able, to begin treatment
2. Immediate treatment is necessary. Educate parents of the following...
 - Follow product label directions on treatment bottle. Product may require 2nd treatment
 - Children 3 & under may need physician authorization to treat

- Combing out the live lice & the nits is essential to end the problem
- Ongoing nit removal will be necessary after initial treatment
- On return to school the student will report to the health office to be checked
- Student will be re-checked in 7-10 days by health office staff. Encourage parent/guardian to recheck frequently for 2 weeks

After Treatment At Home

1. Students returning to school after treatment should report to the health office to be checked before going to class
2. If treatment is not successful:
 - Call the parent/guardian to reinforce steps of treatment
 - Ask if the parent/guardian can come to school to discuss the steps of treatment privately
 - The student who was not successfully treated is to be sent home at the end of the school day
3. Families who have been frustrated by treatment failure or re-infestations may need a great deal of positive reinforcement & encouragement to gain control over the condition. Families can be notified of different treatment recommendations to explore, if needed.
4. After 3rd incidence of live lice, the student may be excluded from school until lice free.

For more information, call the nurse at your child's school.

Students with an unidentified rash who are without fever (under 100 degrees) and feeling well may stay in school. When a rash is observed, school personnel must be notified of the rash. Rashes persisting longer than 3 days require proof of medical evaluation.

Some rashes may require immediate exclusion and proof of a medical evaluation.

Students will be sent home if they are vomiting or have diarrhea that cannot be sufficiently managed, regardless of whether or not there is temperature elevation. If a student is ill in the morning with these symptoms, they should not come to school in the afternoon.

In the event it becomes known that a student is infected with a chronic infectious disease, not commonly associated with casual transmittal, any changes in the education program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available.

Guidelines for Bed Bugs

1. Collect specimens thought to be bed bugs (may use tape, tissue, or gauze). If caught with clear tape, attach the specimen to a sheet of white paper. Place the specimen securely in a small plastic ziplock bag or bag sealed with tape. Avoid crushing the bug and do not staple the bag.
2. Report the suspected bed bug to the principal who in turn will contact the Director of Custodial Services. An action plan will be discussed and implemented based on the need.
3. The principal and/or School Nurse will preserve the suspected specimen to turn over to the Pest Control Technician. (Note: Suspected bed bugs cannot be identified with pictures and must be dead to analyze. The bagged specimen may be stored in the freezer in the health office until it is collected).
4. If a specimen is found on a student, please discreetly remove them from the classroom so that the school nurse or a qualified individual can examine the student's clothing and other belongings.
5. A Student is not to be excluded from school if a specimen is found on him/her, but parents do need to be notified.
6. Students' belongings may be stored in a plastic container with a lid or a tall plastic waste container. A plastic bag can be used (less preferable), but the bag needs to be discarded after use.
7. Remember that finding a suspected or confirmed bed bug on a student or their belongings does not necessarily mean the child's household or the school is infested.

Medication

Students are requested to arrange times for taking necessary medication other than during school hours. However, when a medication is needed before or after a meal, or every four hours, the medication will be administered at school following these regulations:

1. Medications that are prescribed by a physician for the student must be presented in their original container from the pharmacy, clearly marked with the name of the drug, the dosage, and the time it is to be taken.
2. Medications must be accompanied by a medication consent form signed by the parent/guardian which authorizes the school to administer the medication.

3. Tylenol, Ibuprofen or other over-the-counter medications will not be administered unless accompanied by a signed medication consent form and in the original container.
4. Students MAY NOT carry prescribed or over the counter medications in their backpack or locker without a signed medication consent form in the nurse's office, specifying that the student may carry the medication with them.

The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications and other emergency medication if the following conditions are met: (a) a signed request from the parent/guardian for the student to self-manage, (b) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition; (c) a written and signed management plan for the condition has been filed with the school nurse, including procedures for storage and access to backup supplies of the medication, (d) a "no liability statement" form signed by the parent/guardian, and (e) a form to record student required reports of self-administration.

The school nurse may give analgesic medication with verbal consent from a parent one (1) time. Additional doses will require a signed medication authorization form and the student's over-the-counter or prescribed medication. Medication administration will follow state law and school procedure.

Breathing emergency medication will be available to be given in accordance with district and state policy, if necessary. The Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) protocol will be implemented in a school building if there is a breathing emergency while school is in session. One weight-appropriate dose of epinephrine via an EpiPen will be administered followed by up to two doses of albuterol via a nebulizer. Unlicensed, trained school staff may implement this procedure. The protocol does not replace the student's individual asthma or allergy plan or replace prescribed medications.

If the protocol is used, 911 should be called. The student must then be transported for medical evaluation. Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year.

EpiPens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

The Board permits the storage, administration, and implementation of naloxone (also known as narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

Other Medical Situations

AED's (automatic external defibrillator) are available in all Beatrice Public Schools attendance centers for use in emergency situations. Each site has staff trained to perform CPR and use the AED.

Cleaning "spills" of blood or bodily fluids shall be done with appropriate cleaners/disinfectants. These chemicals must be labeled. Only school-provided chemicals will be used and only by school staff.

In the event of a medical emergency on a Beatrice Public School's bus, the bus driver will:

- A. Stop the bus
- B. Call 911
- C. Call the transportation office so they can contact the student's parent/s or guardian and the building principal
- C. Wait with the student for EMS to arrive
- D. Assist in providing any available information to EMS personnel

Absences for Health Reasons

- A. Students who return to school after an excused absence due to illness, and require further time indoors for their recuperation, must have a written note from their parent/guardian advising the school of the need to remain indoors at noon and recess time. For indoor periods exceeding three days, a physician's statement will be required.

- B. For a student to be excused from physical education activities for more than three consecutive days due to illness or injury, a physician statement of activity restrictions must be provided to the school. If the student is to be excused from physical education for less than three consecutive days, a parent note must be provided.

Hand Washing

Frequent hand washing is an effective method of preventing the spread of communicable diseases.

- A. Students and staff should wash hands frequently with soap and water.
- B. Gloves will be available for use when handling blood and body fluids. Hands must be washed even though gloves are used.
- C. Soap must be available for students and personnel.
- D. Students are guided in health habits and prevention of disease.

Student Health Regulations and Records/Incident Report

In case of an accident which causes injury to a student, the building administrator, and/or his designee in consultation with the school nurse, should notify the parent and/or designated responsible person immediately. If the parent and/or designated person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. Law enforcement may be contacted to help locate parents. EMS must be utilized if a student:

- A. is unconscious
- B. has severe bleeding
- C. is not breathing or is having severe respiratory distress
- D. has possible neck or spine injury
- E. has a possible compound fracture
- F. circumstances that the building administrator and school nurse judge to be urgent if a parent is unable to be contacted.

Seizure-Safe Schools

Each school building has a "seizure action plan" in case the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student's parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name
 - b. The name and purpose of the medication
 - c. The prescribed dosage
 - d. The route of administration
 - e. The frequency that the medication may be administered and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, the student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Concussions - Return to Learn (RTL)

Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects because of the injury. Memory, attention span, concentration, and speed of processing significantly impacts learning. Further, exposing the concussed student to the stimulating school environment may exacerbate symptoms and delay the resolution of the symptoms needed for recovery. Accordingly, consideration of the cognitive effects of return to the classroom is also an important part of the treatment of concussions and head injuries.

When a concussion is reported to the School Nurse or Certified Athletic Trainer, the School's Concussion Management Team will work together to notify the student's teachers and alert them of the current accommodations for the student. Our standard return to learn outline is as follows: Week 1- 30 minutes of screen time per class, have guided/fillable notes and delay tests for 1 week if needed, and homework can't be completed by the end of the class (allow until the next day).

Week 2- Tests can be conducted with an extra 30 minutes (if needed). After the two weeks have passed from the concussion date the student is expected to have 100% classroom involvement. The affect of concussions vary from student to student and the school acknowledges that the recovery time may need to be adjusted. The student needs to inform the School Nurse or the Certified Athletic Trainer on how they are doing and whether they need additional accommodations during their time with a concussion.

Return to Learn from Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff. A 504 team meeting will be held, as appropriate, to develop individual “return to learn” accommodations and modifications.

Procedure for Reporting Incidents

All serious or potentially serious incidents or incidents involving students, staff, or visitors occurring on Beatrice Public Schools' property will be documented on the appropriate Incident Report Form. Reports should be filled out completely and filed with the School Secretary and a copy should be sent to the District Office.

Health Inspections

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions directed by the Department of Health and Human Services (“Department”). Such inspections shall be conducted on a schedule directed by the Department and shall be based on current medical and public health practices.

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

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

A child shall submit to any required inspection for which such a statement is not received.

Wellness

The district wellness policy promotes habits of lifelong learning and health and addresses nutrition education, USDA food regulation, and physical activity. The nutrition standards, required by the Healthy, Hunger-Free Kids Act of 2010 expect schools to offer healthier snack foods to children, while limiting junk food. School lunches now provide more fruits, vegetables, and whole grains.

The Smart Snacks in School standards require nutritious foods during the school day. If competitive snacks are brought in by staff or parents, healthy foods are encouraged. Student access to beverage or snack vending machines at elementary schools is prohibited.

USDA nutrition regulations apply to all foods sold in school during school hours. There are guidelines for beverages also. The sale of food items that meet nutrition requirements at school fundraisers is not limited in any way under the standards, however it is highly advised that groups check on the appropriateness of foods considered in order to support the healthy schools initiative.

Behavioral Points of Contact

Policy 5420 requires the superintendent of schools as the delegated authority to designate one or more behavior awareness and health points of contact for each school building in the district. Each BPS building's point of contact will be the acting building principal and school counselors. The building points of contact will have knowledge and access to community service providers and other resources for students and families in the district.

PARENT ENGAGEMENT

Beatrice Public Schools believes that parent engagement is necessary to develop total learning support for students of all ages. When parents are positively involved in their children's education, everyone benefits.

The district invites parents to take part in PTOs and advisory committees. Parents are encouraged to communicate with teachers at parent/teacher conferences and anytime parents want to gain or give more information regarding their children's development.

If a parent/guardian wishes to hold a conference with their child's teacher, he/she should schedule a conference before or after school in order that normal classroom instruction will not be disturbed.

Student/Parent Concerns

Parent/guardian communication is essential and encouraged. If a behavioral or educational concern with a teacher arises, please follow the protocol listed below.

1. Contact the teacher involved with the concern to find a solution. One may email the teacher or call the school directly. Please allow 24 hours for a response.
2. Contact the principal if the concern was not solved to one's satisfaction.
3. Contact the superintendent if the principal's action was not satisfactory.
4. File a grievance with the district if this action was not satisfactory.

Conferences

Parent-teacher conferences are scheduled twice per year. In addition to scheduled conferences, one is invited to call for a conference with the teacher at any time during the year. Conference times help build cooperative links between school and home. It is desirable that additional conferences between the parent and teacher be held before or after school in order that normal progress of classroom instruction will not be disrupted.

Notice of Surveys

From time to time the school is asked to have students complete surveys. In the event such a survey is requested or is to be administered by the school, parents/guardians will be notified in advance. Parents/guardians wishing additional information about or wishing to review such survey material may contact the school office. Parental Involvement policy relating to this section of the handbook may be obtained at the school office.

Video Surveillance Information

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. Students or staff in violation of board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

SCHOOL PROCEDURES & PRACTICES

Animals in School

- **Comfort and Therapy Animals**
Comfort animals, therapy animals, or other animals intended for the comfort of an individual will not be permitted on district property. No person may bring an animal onto district property unless they have received prior written permission from the District Office.
- **Service Animals**
The district will allow service animals onto district property when required by law. Only service animals that are legally required will be permitted on district property. Individuals who believe that they are permitted by law to bring a service animal onto district property must receive prior written permission from the District Office.
- **Pets**
For the safety and health of all students and staff, do not bring pets into school or onto school grounds during the school day or before and after school without prior administrative permission.

Arrival and Departure from School

Parents should check with their child's school to determine when the doors will be open. When students enter the building, they will be supervised. Students are expected to be off the school grounds 15 minutes after the close of the school day. Please see your school website for start and end times.

Bikes/Skateboards/Roller Blades

The following rules are to be observed in order to ride a bicycle to school:

1. Students who ride bicycles must walk their bicycles on and off the school grounds.
2. Bicycles are to be kept in the racks during the school day.
3. Parents are asked to provide locks, as the school is not responsible for the possible theft of or damage to bicycles.
4. Bicycle rules also apply to equipment such as skateboards, roller blades, roller skates, scooters, etc.
5. The use of helmets when riding this equipment is strongly encouraged.

Field Trips

Field trips may be planned by teachers and serve as tremendous opportunities for students to have their classroom learning enriched. All field trips must be aligned to grade level priority standards; therefore, all students must have access to the field trip. Students are required to have an approval slip signed by the parent or guardian during the enrollment process. All field trips shall be approved by the building principal. School insurance covers only students riding in school vehicles. The school district does not provide liability insurance for students riding in other than school vehicles.

Invitations, Treats, Gifts

Children are not allowed to bring invitations or treats to be given out to classmates at school. The fact that not all students could provide treats and the possibility of causing ill feelings as a result, is of primary concern in making this rule, as well as concern for food allergies and a need for emphasis on good nutrition. Sending flowers, balloon bouquets, and other gifts to students while they are at school is also discouraged, and these items will be held in the school office until the end of the school day.

Lost and Found

Most articles that are lost are turned in to the office. Ease the recovery and return of lost garments by labeling all items. You are invited to check the lost and found frequently. If an article is unlabeled and not claimed, it will be discarded.

Personal Items

Students are requested not to bring their toys or equipment of a personal nature to school, unless specifically requested by the teacher. They may be a distraction to learning and may become lost or broken, and the school cannot assume responsibility to replace these items. Students are discouraged from bringing valuables and more than small amounts of money to school. Students are responsible for the safekeeping of their possessions and for other items which have been assigned to their care.

Trespassing

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away when such individual or group has:

- failed to comply with identification or check-in procedures,
- are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
- are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to the proper law enforcement authorities.

Visiting School

The Board of Education, administration, and staff of the Beatrice Public Schools welcome parents, members of the community, and others to visit our schools. At the school office:

- Visitors must sign in at the office and wear a visitor identification badge.
- Identification may be required upon arrival to school.
- All visitors will need to give a 24-hour notice of their desire to visit a classroom and follow the Parent Confidentiality expectations. Work with the building principal to receive more information.

- Parents or designated adults who come to school to pick up or drop off students during school hours must wait in the front office area while school staff call for the child.
- Items left for students must be dropped off at the office. School staff will deliver the items to the student.

Concerns Regarding School Personnel

Solutions to problems and improvement in success for students can only occur when accurate information is available to parents, board, administration, and teaching staff. The purpose of a communication procedure is to listen to parent concerns regarding school and staff issues. Please allow 24 hours for a response from the school personnel.

Issues that cannot be resolved at the teacher level should then be referred to the principal or immediate supervisor of the person whom the complaint addresses. The principal or supervisor should contact the complainant immediately, and arrangements should be made for a meeting with the parent, the proper administrator, and the person whom the complaint addresses. If a resolution cannot be reached through this informal process, the formal complaint procedure established by the school district will be followed.

This procedure is outlined in Board of Education policy and rule, and forms are available at the District Office.

STUDENT CONDUCT

Level of Response

When determining the level of response to a violation of the Code of Conduct, school staff will consider the age of the student, the student's intent, the severity of the circumstances, the level of disruption to the school environment (either during or after the violation), the repeated nature of the situation (if applicable), and any other mitigating or aggravating factors. School response will not necessarily begin at the lowest level indicated for a first offense.

Whenever there is a response assigned to a student behavior, there should be an accompanying intervention to try to teach appropriate behavior to the student. These interventions may be used as preventative measures or as a student reenters the school/classroom after a suspension.

Repeated Violations

Concerning a violation at any level, it may be relevant that the student has committed the same, or similar, violation multiple times during the same school year. In such a case, repeated violations may be added as a secondary violation. Repeated violations will not be used as a primary violation or alone. There may be instances of repeated violations that warrant a higher level of response than indicated in this code.

Law Enforcement Contact

When indicated and appropriate, school officials will contact the SRO or other BPD officers to report school violations that may also be criminal charges. In these instances, school officials will notify parents of that report. The notification may take place at any point in the investigation that is deemed appropriate based on a variety of circumstances.

Principal Discretion Statement

Based upon a variety of factors, situations and circumstances, the administration reserves the right to make decisions outside of the parameters of this code of conduct and use their best judgment on situations that overlap or cross over various categories. In these instances, decisions will be made in conjunction with district level administration.

[See attached Student Conduct Appendix chart for details.](#)

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions, and procedures related to the use of physical restraints and seclusions at Beatrice Public Schools.

1. Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in that other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

- A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
 - To move a student to a seclusion room or to remove a student to another location because the student is creating a substantial disruption to others in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
 - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. 5421(b) (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
 - As a form of punishment.
- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the school district or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- 5421(c) Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

- A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- 5421(d) be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
 - The adult responsible for supervising the student must periodically check on the student visually, if possible.
- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

5421(e) The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. The superintendent or superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the superintendent or superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the district with a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing, and copies of this documentation shall be placed into the student's temporary student record and provided to the superintendent or superintendent's designee.

Hazing

Hazing by classes, clubs, athletic teams, or other student organizations 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. Such prohibited hazing activities include, but are not limited to, 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.

Inspection of School Property

The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. School officials reserve the right to search an individual if the search is reasonable or necessary to maintain order or safety. Student lockers, desks, and other such property are owned by the school. A personal safety or security device (such as a taser, mace, or pepper spray) not previously approved by the administration constitutes a "dangerous weapon."

Designated officials may, according to law and board policy, have access to and search student lockers, desks, and other such school-owned property. Designated officials may have access to search student clothing, backpacks, and other such property (including cars in the school parking lot or otherwise on school property) on reasonable suspicion that the law or school rules are being violated.

STUDENT DISCIPLINE

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline in the school district. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process such as (without limitation) counseling and warning students, parent contacts and parent conference, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term), mandatory reassignment, and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. Refer to Policy 5101 - Student Discipline Policy.

Student Conduct Expectations

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority
2. Use of violence, force, coercion, threat, harassment, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to 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.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student, or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing or dispensing of an imitation controlled substance as defined in Section 28-401 of the Nebraska Statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in a manner prescribed for the student by the student's physician is not a violation. Tobacco means any tobacco product (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexual assault or attempting to sexually assault any person. For purposes of this provision, sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in Section 79-267(8). This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned class, or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process; or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Beatrice Public Schools buses or other vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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.

Short-Term Suspension

Short-term suspension may be imposed for a period of up to five (5) school days for violations of any of the above detailed areas of prohibited conduct. The principal may suspend a student for as many as five school days for:

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

The following process will apply to short-term suspensions:

- a. The principal or the principal’s designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student’s version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the principal or administrator will send a written statement to the student and the student’s parent or guardian describing the student’s conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student’s parent or guardian, to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal.

Long-term Suspension, Expulsion, or Mandatory Reassignment

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

Expulsion

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

The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Emergency Exclusion

A student may be excluded from school in the following circumstances:

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

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

If the emergency exclusion will be for (5) five days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond (5) five days, a hearing is to be held and a final determination made within (10) ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Alternative Education Programs or Plans For Expelled Students

Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the principal

or another school representative assigned by the principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

Right to Appeal

Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve removal from the student's attendance center by long-term suspension, expulsion, or mandatory reassignment.

1. The following process will be used to resolve conflict situations that involve staff and patrons or students and involve long-term suspension, expulsion, or mandatory reassignment.
 - a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
 - b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose, or (b) a personal injury to the student himself or herself, or students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
 - c. The principal or his or her designee shall serve by registered or certified mail or by personal service, the student and the student's parents or guardians with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - i. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student as submitted by the principal or assistant principal.
 - ii. The penalties to which the student may be subjected and the penalty which the principal, or his or her designee, has recommended in the charge.
 - iii. A statement explaining the student's right to a hearing upon request on the specified charges.

- iv. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
- v. A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- vi. A form for a request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.
 - 1. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing or settling the matter with appropriate school personnel prior to the hearing stage.
 - 2. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee, shall automatically go into effect.
 - 3. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing, but the punishment imposed may continue in effect pending final determination.
 - 4. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 - 5. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

When a student is suspended or expelled from school, the student shall not be permitted on school grounds without specific administrator approval.

Law Violations

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code, will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable.

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

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

Other School Board Policies

Board Policy Relative to Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities -

It shall be the policy of Beatrice Public School District No. 15, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or drug paraphernalia, or alcohol on school premises or as a part of any of the school's activities.

This shall include such unlawful possession, use, or distribution of illicit drugs or drug paraphernalia, or alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, or at school-sponsored activities off school premises.

Conduct prohibited at places and activities as here in above described, shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Possession of drug paraphernalia - Use of any illicit drug.
5. Possession, use, or distribution of alcohol.
6. Distribution of any illicit drug.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. Use of any drug in an unlawful fashion.
9. Use of any illicit drug.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

Tobacco-Free Environment

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

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

Students who do will be disciplined, and may be suspended or expelled and/or referred to appropriate law enforcement officials.

STUDENT DRESS

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

1. Hats, stocking caps, visors, bandanas, and sunglasses are prohibited inside the school building.
2. Any clothing which exposes undergarments and/or shows an inappropriate amount of bare skin is prohibited.
3. Any clothing, accessories, or jewelry which has inappropriate statements, logos, slogans and pictures (including but not limited to: alcohol, drugs, gang related, profanity), will be prohibited in the building.
4. Shirts, blouses, sweaters, sweatshirts:

- a. Shirts or blouses exposing the midriff will be prohibited.
 - b. Any top which has spaghetti straps is prohibited unless it is worn in combination with another top which has a minimum 2-inch width on the shoulder.
 - c. Tank tops which have large or cut out armholes are prohibited.
 - d. Hoodies can be worn, however, the hoods will not be worn up.
5. Shorts:
 - a. Shorts must be of appropriate length and fit around the waist.
 6. Pants:
 - a. All pants must be of appropriate length.
 - b. All pants must fit around the waist. A belt of appropriate length may be worn to ensure that pants fit appropriately
 7. Dresses and Skirts:
 - a. The length of all dresses and skirts should reach the mid-thigh area.
 8. Footwear:
 - a. Appropriate footwear will be worn properly during the school day.
 9. Coats
 - a. Long coats will not be worn in school during the school day.

Consideration will be made for students who wear special clothing as required by religious beliefs or disability. In the event a student is uncertain as to whether a particular item of clothing is consistent with the school's guidelines, the student should contact the principal in advance for approval. Coaches, sponsors, or teachers may impose additional requirements for students who are in specialized classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program. Certain school events (like dances) may have different dress code requirements that all students must follow if they wish to attend those events.

Due to recent decisions identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing, or if one's personal appearance disrupts the educational process, is prohibited. If it is determined that an article of clothing bears a message that any administrator, student/employee would find objectionable, then the educational process has been substantially disrupted. The student will be asked to change the article of clothing.

Playground Apparel

Children should wear adequate outerwear for the playground as well as for the walk to and from school.

STUDENT FEES

The Board of Education of Beatrice Public school district adopted the following Student Fees Policy 5416 in accordance with the Public Elementary and Secondary Student Fee Authorization Act:

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of Constitutionally- required free instruction. Students and their parents have historically contributed to the District's efforts to provide such extra activities, programs, and services.

The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines for specific categories of student fees. In Appendix 5416, all fees are approved yearly by the Board of Education.

The District does so by setting forth the following policies and guidelines; this policy is subject to further interpretation or guidance by administrative guidelines or board rules which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administrators for further specifics.

1. Guidelines for non-specialized attire required for specific courses and activities and costs of field trips associated with the curriculum

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 where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protection devices for courses of instruction in vocational, technical, industrial arts, chemical, and 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 materials, hot liquids or solids, injurious radiations, and 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.

The district will provide for costs of students and staff to attend specific events, activities, and/or attractions associated with curricular field trips, with the exception of minor consumables such as meals.

2. Personal or consumable items and miscellaneous –

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

General Course Material: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses, including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually.

Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians 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.

Materials Required for Course Projects: 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, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District.

If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

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. The District is not required to provide for the use of a particular type of musical instrument for any student.

Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or costs for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities- specialized equipment or attire/class dues/conference expenses –
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. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance team, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with t-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.

Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. Costs to students can be waived through the District's fee waiver policy.

Students have the responsibility to pay for dues to belong to any extracurricular club or organization and to pay for attendance at any of their related activities. Fees to attend conferences and/or conventions of these organizations where participation is voluntary, will be the responsibility of the student. For music extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
4. Extracurricular Activities – Fees for participation
Admission fees are charged for extra-curricular activities and events.
5. 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 high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
6. Transportation costs
Students are responsible for fees established for transportation services provided by the District and to the extent permitted by federal and state laws and regulations.
7. Copies of student files or records
The superintendent or the superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or 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 to 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.
8. Participation in before-and-after-school or pre-kindergarten services
Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
9. Participation in summer school
Students are responsible for fees required for participation in summer school. Students are also responsible for any fees associated with correspondence courses. Students who have failed to obtain credit for curricular classes they have taken during the normal school hours will be required to pay tuition costs for retaking the class.
10. Breakfast, snack and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast, snack, 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", a vending machine, a booster club or parent group sale, a book order club, or the like.

Students are required to bring money or food for field trip lunches and extra-curricular activities.

11. Waiver policy

The District's policy is to provide free 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) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.

Participation in a free or reduced lunch program is not required to qualify for free or reduced-price lunches 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.

12. Distribution of policy

The superintendent or the superintendent's designee shall publish the District's student fee policy in the student handbook or the equivalent (for example, publication may be made in an addendum or supplement to the student handbook).

The student handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

13. Student Fee Fund

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

Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

STUDENT RECORDS

A cumulative record shall be maintained for each student from entrance into school through the twelfth grade. Such records pertaining to the individual student may be used only for the benefit, promotion, or welfare of the student. Any natural or adoptive parent has all rights of a parent, unless his/her rights are altered by the courts.

Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years. A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student.

The Beatrice Public Schools will not arbitrarily alter these rights. The custodial parent should receive routine information about his/her student including notification of conferences.

The non-custodial parent need not receive this information on a routine basis; however, if the non-custodial parent requests this information, and his/her right to it has not been denied by the courts, it should be provided.

Recording of Others

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

Amendment of Student Records

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of post-secondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent or eligible student and the superintendent.

The parent or eligible student shall be advised of the right to a hearing. If a hearing is requested, the superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

FERPA's provisions do not apply to grades and placement of children made by school personnel.

STUDENT SERVICES

Special Education

Beth Cordry-Hookstra, Director of Special Education—(402) 223-1500

Special Education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. Autism, deaf-blindness, developmental delay, emotional disturbance, hearing impaired, intellectual disability, multiple impairments, orthopedic impairment, other health impairments, specific learning disability, speech/language impairment, traumatic brain injury, and visual impairment are some of the categories in which a child may be verified as having a disability. Identified children are served from birth to age 21 at no cost to resident parents.

Program models available include: consultative and direct services (physical and occupational therapy, speech/language therapy, resource services, vision and hearing specialists, counseling, adaptive physical education, and psychological services); special education classrooms; and contracted services.

Parents may initiate referrals by contacting the student's teacher, the building principal, or the Special Education Director. Classroom teachers and building principals may also begin the referral process, after notifying the parent. All new referrals go first to the Student Assistance Team (SAT), which is a problem-solving team designed to look at the student's strengths and areas of concern and strategize a plan to enhance the student's performance.

When further diagnostic testing is determined to be necessary, the SAT refers to the Multidisciplinary Team (MDT). This team is responsible for completing the assessment and determining eligibility for special education services. The parent is a member of the MDT. If the child is deemed eligible for special education, a team of regular and special educators, together with the parent, develop an Individualized Education Plan (IEP) that details areas of strength, educational needs, educational goals, and services for the child.

Inclusion - In keeping with the State and Federal guidelines for serving students with disabilities in the least restrictive environment, Beatrice Public Schools will integrate students to the extent instructionally appropriate.

The integration of students with disabilities takes place with instructional support from regular and special educators while weighing the components of continuing to provide quality services to regular education students.

It is the intent of Beatrice Public Schools that special education personnel will be allocated to actively support students with special needs in the regular education classroom.

The Special Education Office is located in the Administration Building, 320 N. 5th Street, Beatrice, NE.

Students with Disabling Conditions

Beth Cordry-Hookstra, Director of Special Education—(402) 223-1500

Section 504 of the Rehabilitation Act of 1973 provides parents of students with disabling conditions the right to be fully informed concerning educational decisions about their child that include such things as: participation in programs, services, evaluations, and placement. Section 504 defines a person with a disability as: having a physical or mental impairment which limits one or more major life activity; Have a record of such an impairment; or are regarded as having an impairment. This section also includes information on local grievance procedures and due process hearings. For more information contact the Director of Special Education.

English Language Services

Mr. Craig Stengel, MS Assistant Principal – (402) 223-1500

English Learners program (EL) is an educational service to all students who qualify for additional language support services. Individual buildings should notify the District Office to initiate the assessment process to determine if the student qualifies for this special program, kindergarten through 12th grade.

High Ability Learners

Dr. Jackie Nielsen, Assistant Superintendent – (402) 223-1500

The Beatrice Public Schools are committed to the philosophy of providing educational opportunities which allow each student to reach his/her potential. The schools provide a variety of challenging programs and services for students who have demonstrated or have the potential for superior academic achievement.

Learners with high ability shall be identified in the academic areas of math, reading, language, and science. Identification of learners in grades 4-8 with high ability in the specified areas shall be based on the criteria listed below. Students meeting any one of the following criteria shall be identified as high ability learners.

- 85th percentile or above on the Mathematics assessment administered by the district.
- 85th percentile or above on the Reading assessment administered by the district.
- 85th percentile or above on the Language assessment administered by the district.
- 85th percentile or above on the Science assessment administered by the district.

Differentiated instruction is the primary model for delivery of High Ability Learner services in the Beatrice Public Schools. Information about these programs and services is available to parents by visiting with the classroom teacher, building principal, or counselor.

Title I & Reading Services

Missy Timmerman, Elementary Principal – (402) 223-1500

Title I reading services are available at qualifying schools. Children served must meet specific criteria identified through assessment instruments. Title I reading teachers provide small group instruction to children who qualify. They work with the regular classroom teachers to coordinate services to each student. Students receiving services in Title I are held to the same standards and expectations as all other students, and are assessed with the regular student population without accommodations.

Title I is a federally-funded program with the goal of helping all students meet challenging state academic standards. It is designed to provide additional academic support and learning opportunities to students struggling to meet state academic standards.

Title I schools

- develop programs that supplement classroom instruction,
- ensure the staff is highly qualified and trained to incorporate research-based teaching methods into instruction, and
- include parents in Title I decision-making.

Parents have the right

- to know the qualifications of the child’s teacher and any substitute teacher working for more than four weeks,
- to know how the school is rated on its state test scores,
- to understand the Nebraska State Standards, the Nebraska Student Assessment Program and the child’s test score
- to expect regular communication with their school in a language that they can understand,
- to form a learning “compact” agreement between school and parent, and
- to give input to the school’s action plan.

TARDIES and ABSENCES

Tardies are considered to be absences. Tardies cause students to miss the critical introductory component of the day’s instruction. Beatrice Public Schools staff will work in partnership with parents to promote consistent student attendance. A guardian dismissal is counted as a tardy.

Any student who is late the first 5 minutes of the school day will be marked tardy. After the 5-minute window, a student will be coded as absent with a check-in time noted. Additionally, when a student checks out, they will be coded absent for the remainder of the day with the check-out time listed. The minutes a student misses will be accumulated for truancy. Schools will contact parents when their children trigger the need for additional meetings to discuss truancy in accordance with state laws and reporting.

	Doors Open	School Day	Early Release	Half Day
Beatrice Community Preschool	8:00 Morning & All Day 11:45 Afternoon	All Day--8:05 AM to 3:05 PM Morning--8:05 AM to 11:20 PM Afternoon-11:50 AM to 3:05PM	N/A	N/A
Beatrice Elementary School	7:45 AM	8:10 AM to 3:20 PM	8:10 AM to 1:55 PM	8:10 AM to 11:25 AM
Beatrice Middle School	8:05 AM	8:25 AM to 3:30 PM	8:25 AM to 2:05 PM	8:25 AM to 11:35 AM
Beatrice High School	8:00 AM	8:20 AM to 3:30 PM	8:20 AM to 2:05 PM	8:20 AM to 11:35 AM

Absence Procedures

ALL absences, tardies and guardian dismissals must be recorded regardless of the reasons. Parents must report all absences. ALL absences, tardies and guardian dismissals must be reported by the parent or guardian of the student to the School’s Office each day they occur within 30 minutes from the start of the school day. This report may be verbal or written. The circumstances for all absences from school will be identified as: school excused or not school excused.

It is important to continually update all contact information including the emergency contact as the school will contact you if your child is not in school.

Attendance for your child may be viewed daily in Infinite Campus.

Advanced Absences and Tardies

The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be communicated through the building office in advance whenever possible. All absences, except for illness and/or death in the family, require advanced approval.

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

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

Absences that are not school excused may result in a report to the County Attorney and may be classified as follows:

- Parent-acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness, vacations, and medical appointments without a doctor's note.
- Other absences are those in which the parent has not communicated the reason for the student's absence.

Lack of Attendance Due to Weather Conditions

If students who ride school buses to and from school are unable to get to school because weather conditions prevent the buses from traveling their routes, the absence will be excused. City students generally are not affected by weather conditions and are expected to be in school unless school is canceled. If parents call students in absent because of weather, the absence will be considered unexcused.

Leaving School During the Day

A student who plans to leave school during the day for any reason must bring a signed note from a parent, or the parent must call in advance, stating the reason for the absence.

Students must check out at the school office before leaving school. Upon returning to school that same day, the student must sign in at the School Office. Students who leave without permission and without signing out in the proper manner will be considered truant. No child will be allowed to leave school during the school day with any adult other than their parent/guardian, or person authorized by the parent/guardian, as stated above.

Return to School After an Extended Illness

When a student returns to school after an extended illness, surgery or injury, and requires educational accommodations, or requests to remain indoors during the noon hour or recess times, the student must have a note from his/her primary care provider advising the school of this need.

A minimum of two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work, or as otherwise determined by the teacher.

Excessive Absenteeism/Truancy

Truancy is defined as "any student that does not present evidence of why he/she is/was absent". A student who engages in unexcused absences may be considered truant as per Nebraska Revised Statute 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed.

Procedures for Addressing Excessive Absenteeism

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

When a student continues thereafter to have absences which are Excused/Unexcused “Not School Excused” and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school administrator or his or her designee), 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) The physical, mental, 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 a meeting, the principal shall place documentation of refusal in the child’s attendance records.

Reporting of 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. The superintendent or attendance officer shall immediately cause an investigation into any such report to be made.

The superintendent or 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 superintendent or 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 under the “Excessive Absenteeism” section.

Twenty Unexcused Absences

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.

TECHNOLOGY

Chromebooks

K-12 students may be provided a BPS issued device. Students are expected to follow school guidelines and procedures for safely using devices. Refer to the [Acceptable Use Agreement](#) for additional information. Device damages are a responsibility of the student. Parents/Guardians will be notified when an incident occurs and situations will be documented in the student information system. Refer to Policy 6800 - Internet Safety Policy for additional information.

Acceptable Use

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

We believe that access to the Internet is an important educational resource for our students. We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.

Beatrice Public Schools monitors and utilizes filtering software, but recognizes that no software is free from errors. We require efficient, ethical, courteous, and legal utilization of the equipment, computers, and network resources.

Computers and network resources have been provided for educational purposes - game-playing, chain letters, and chat rooms are not acceptable uses of school resources.

E-mail and other computer use or storage is not guaranteed to be private or confidential, but is considered to be school property and may be accessed and reviewed by district personnel and/or other computer users.

Students are taught the Internet Safety Curriculum, including network etiquette or digital citizenship, appropriate use of social networking, and cyber-bullying awareness and response. The scope and sequence for the curriculum can be found in the District Curriculum Office and in each school's media center. Vandalism or "hacking" of any kind is prohibited. The security of the system and the rights of other users are to be respected at all times.

Students violating the acceptable use policy will be dealt with according to the discipline policies of the individual school building, the Beatrice Public school district, and civil authorities. See Board Policies on Internet Use and Safety and Electronic Communication Devices.

Distribution of a private image of another person's intimate area or of a person engaged in sexually explicit contact is a Class I misdemeanor for a first offense, punishable by up to one year in prison, a \$1,000 fine, or both. Second and subsequent offenses would be a Class IV felony, punishable by up to two years in prison with 12 months post-release supervision, a \$10,000 fine, or both.

Electronic Communication Devices –

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system.

All ECDs, whether owned by Beatrice Public Schools, the student, or anyone else, are subject to the rules and regulations of the Beatrice Public Schools if they are on school property or using the Beatrice Public Schools network.

Copyright Policy

Federal Copyright laws do have application to our staff and students. Staff and students are urged to be aware of possible limitations when photocopying the written or artistic works of others. There is an exception to the law which allows for the fair use of such materials for educational purposes. Single copies may be made by a staff member, or student for research or use in teaching. Teachers may usually furnish one copy to each student for teaching purposes, but you must limit the amount of material copied to that, which is actually needed for the education purpose. Students are to seek the assistance of a staff member if they are unsure of the copyright status of an item.

Cell Phones, Smart Watches, Devices

Each school has it's own Electronic Device Procedure; you can find these in the Addendums.

TRANSPORTATION

Beatrice Public Schools shall not provide free transportation to and from school, except for those students who are entitled to transportation by law (such as those students residing at least four miles from school); students residing on an established route (in limited circumstances and at the administration's sole discretion); and students otherwise entitled by right to transportation services (including certain special education students). The administration shall have the discretion to pay a transportation allowance to a family in lieu of providing transportation if the administration determines that such allowance would be in the best interests of the District. Transportation may be provided for school activities and field trips as determined appropriate by the administration from time to time.

First Student Bus Transportation Manuals

[Transportation Manual-English Version](#)

[Transportation Manual-Spanish Version](#)

NOTICES

Child Abuse or Neglect Notification

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

Notice to Registered Sex Offenders

Registered sex offenders will not be permitted to come onto school property for any purpose and will be issued a "stay away" letter by the Administration Office.

A sex offender registrant, who is a parent or a guardian of a student in the Beatrice Public Schools, shall not be permitted to come onto school property for any purpose without specific prior conditional permission of the school principal or designee.

If conditional permission is granted, the conditions for admission to school property will be outlined in a memorandum of understanding between the principal and the sex offender.

The memorandum, signed by both the principal and the sex offender, will include, at a minimum, the following conditions:

- A prohibition against volunteering in any capacity, including field trips
- A requirement that the school administration be notified in advance, prior to attending any function
- A requirement for registering at the front office and stating the purpose of any school visit
- Permission to attend conferences with the child's teacher at a pre-arranged conference time

Students who are registered sex offenders may not be precluded from attending school.

Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
5. The name and address of the office that administers FERPA is:
Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student, school and dates of attendance, student's current grade, student's enrollment status (e.g., full-time or part-time), student's date of birth and place of birth, student's extra-curricular participation, student's weight and height **if a member of an athletic team/s**, degrees, student's honors and awards received, student's photograph, and most recent previous school attended.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to

student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

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

Notice of Non-Discrimination

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

The Beatrice Public school district does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Jason Alexander, Superintendent
320 N. 5th Street
Beatrice, NE 68310
402-223-1500
jalexander@bpsnebr.org

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

Anti-Discrimination, Anti-Harassment, Anti-Retaliation

A. Elimination of Discrimination

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

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

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

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment,

OR

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race (including skin color, hair texture and protective hairstyles), color, national or ethnic origin, religion, disability, age, sex, veteran status, marital status, pregnancy, childbirth or other related condition, sexual orientation or gender identity, or other protected category, may include, but is not limited to:

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic mater
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate.

If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination,

harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation

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

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

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing, or other similar action.

Grievance (or Complaint) Procedures

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

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

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

Level 1 (Investigation and Findings):

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

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

District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's

investigation.

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

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

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

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

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

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

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

Level 2 (Appeal to the superintendent):

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

Level 3 (Appeal to the Board):

If the party is not satisfied with the superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the superintendent's determination. The Board of Education will review the appeal, the superintendent's determination, the investigative documentation and decision, and allow the party to

address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer, and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality

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

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

Training

The District will ensure that relevant district employees, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees in addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated compliance coordinators will be responsible for:

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

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

Preventive Measures

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

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

Title IX – Procedure for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, administrator, or Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure. Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

Title IX
Dr. Jackie Nielsen, Assistant Superintendent
320 N. 5th Street
Beatrice, NE 68310
402-223-1520
jnielsen@bpsnebr.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. The formal complaint procedure may be found in Board Policy 1340.21/4002.12/5401.1.

STUDENT CONDUCT APPENDIX

<p>Level 1 Interventions and Responses</p>	<p>Level 1 Interventions and Responses are aimed to teach alternative behavior so that students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies</p>
<p><i>Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SPED case managers and other members of the team.</i></p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under specific circumstances.</p>	<p>Level 1 Response Considerations</p> <ul style="list-style-type: none"> • Teacher or student conference • Time out/Break from classroom • Work Done: Complete Assignment • Loss of privilege means losing opportunities that could include extracurricular school activities on or off campus before, during, or after school. • Confiscation of Item • Detention • Spend the remainder of the day in ISS • Verbal Correction • Loss of classroom privileges <p>Level 1 Intervention Considerations</p> <ul style="list-style-type: none"> • Parent or guardian contacted, conference, and/or accompany student to school • Implementation of classroom supports <ul style="list-style-type: none"> · Expectations established and taught · Positive rapport/relationship · Re-teaching, prompting, feedback · Effective classroom supervision • Verbal correction • Collaborative Problem Solving • Written reflection or apology • Seat change • Establish Buddy Teacher/Classroom system • Positive Reinforcements

<p>Level 1 Violations</p>	<p>Behavior Code Minor: Teacher Logs Major: Administration</p>
<p>Bus Misconduct on Activity Buses Activity on the bus which is unsafe; refusal to follow directions of the driver or aide (Please refer to the Transportation Handbook for First Student Routes)</p>	<p>Minor: Disruptive Behavior Major: 3600 Violation/School Rules</p>
<p>Cheating or Plagiarizing Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, using the ideas of writings of another person, using artificial intelligence (AI) to generate papers and/or assignments.</p>	<p>Minor: Other Major: 3600 Violation/School Rules</p>
<p>Classroom Disruption Student behavior that causes a disruption to the classroom environment impedes or has the potential to impede the learning of others.</p>	<p>Minor: Disruptive Behavior Major: 3600 Violation/School Rules</p>
<p>Behavior Disruptive to the School Environment Student behavior that is unruly or causes disruption to the natural course of the school day.</p>	<p>Minor: Disruptive Behavior Major: 1500 Disorderly Conduct</p>
<p>Bullying/Harassment When a student engages in a back and forth exchange that includes any hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not</p>	<p>Minor: Defiance/Disrespect/Noncompliance Major: 3200 Threat/Intimidation <i>*Bullying is defined as any ongoing pattern</i></p>

limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.	<i>physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities school-sponsored athletic events.</i>
Dress Code Violation Student attire that has messages, images or phrases that represent distasteful or illegal activities including references to drugs, alcohol, violence, profanity or sexual innuendos. Dress that causes a substantial disruption to the educational environment or poses a safety threat to others. This can include items such as chains, belts or belt buckles, jewelry or other objects that could be used as weapons.	Minor: Defiance/Disrespect/Noncompliance Major: 3600 Violation/School Rules
Excessive Tardies/Hall Sweep Arriving late to class excessively, as determined by individual school procedures or is caught in the hallway by school staff after the tardy bell has rang	Minor: Other Major: 3600 Violation/School Rules
Failure to Serve Detention Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours.	Minor: Defiance/Disrespect/Non-Compliance Major: 3600 Violation/School Rules
Leaving or Entering the School without Following Procedures Failure of a student to adhere to guidelines for open campus privileges or being in an area off-limits to students.	Minor: Non-Compliance Major: 3600 Violation/School Rules
Loitering Students in hallways, corners, restrooms, locker rooms or other locations in the building without expressed permission and without the approval and supervision of a classroom teacher.	Minor: Non-Compliance Major: 3600 Violation/School Rules
Lunchroom and Hallway Misconduct Student fails to follow expectations for behavior in the lunchroom, hallways or other common spaces.	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Misuse of Pass/Out of Area Student is out of his or her assigned area during the school day, or uses a hall pass in a way not intended by the issuer	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Misuse of Computers or Network Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other non-educational purpose. OR Direct or indirect use of district computers, computer networks or computer systems which involves offensive, personal, commercial or other inappropriate messages. OR Other actions that are a violation of the District Technology Policy.	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Nuisance Item Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious or dangerous that it substantially interferes with or disrupts the learning environment. This may include items that have the potential to cause a disruption or chewing gum.	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Inappropriate Clothing Clothing which is construed to be distracting to the learning environment, per district and/or school guidelines.	Minor: Non-Compliance Major: 3600 Violation/School Rules
Inappropriate or Disparaging Language Using inappropriate words or topics of conversation (Without threats directed towards specific staff) in school including use of disparaging, demeaning language, or symbolic actions of any kind including, but not limited to gestures, drawings, symbols, or language.	Minor: Inappropriate Language Major: 3600 Violation/School Rules

<p>Insubordination/Non-Compliance Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning. Behavior does not pose a threat to others and is not dangerous. No threats are directed at staff members.</p>	<p>Minor: Defiance / Disrespect Major: 2200 Insubordination/Disobedience</p>
<p>Threat—Level 1: Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (“Oh, I could just kill you for that” or “I ought to punch you in the nose.”)</p>	<p>Minor: Inappropriate Language Major: 3200 Threat/Intimidation</p>
<p>Tardy to class When a student repeatedly continues to be tardy to a class.</p>	<p>Minor: Non-Compliance Major: 3600 Violation/School Rules</p>
<p>Truancy Neither the family nor school officials know the student’s whereabouts or the student is refusing to attend school or class</p>	<p>Minor: Other Major: 3600 Violation/School Rules</p>

<p>Level 2 Interventions and Responses</p>	<p>Level 2 interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p> <p>Short-term In School Suspensions may be applied due to the severity or chronic nature of an individual behavior. In cases of multiple suspensions, a problem solving team may be utilized.</p>
<p><i>Who: A support team including teachers, alpha assigned administration, Counselors, SAT chairs, SPED case managers, social workers, and others may work together to support the student.</i></p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.</p>	<p>Level 2 Response Considerations</p> <ul style="list-style-type: none"> • Loss of classroom privileges • Teacher or student conference • Time out/Break from classroom • Work Done: Complete Assignment • Loss of Recess/Privileges • Confiscation of Item • Detention • Bus Suspension • In School Suspension ranging 1-5 days • Short term Out of School Suspensions between 1-5 days • Notification to Law Enforcement <p>Level 2 Intervention Considerations</p> <ul style="list-style-type: none"> • Parent or guardian collaboration (consider a parent and/or student meeting upon reentry) • School Counselor support • Change in schedule or class • Social Worker Referral • Peer mediation • Service to school/Service to Community • Conflict resolution • Restorative Practices • Loss of school privileges • Confiscation of Item • Temporary removal from the bus, cafeteria, or other location • Review or revision of student plan • Referral to community agency • Positive Reinforcements

Level 2 Violations	Behavior Code (All Major)
Bus Misconduct Activity on the bus which is unsafe; refusal to follow directions of the driver or aide	3600 Violation/School Rules
Compromising building security. Tampering with school entrances/exits for the purpose of entry later by self or peers, student loitering during non-school hours, skateboarding, longboarding, rollerblading, letting people into the building, littering, multiple students in the same restroom stall at one time, unsupervised activities during the school day, or any other activity deemed by administration to threaten building safety and security.	3600 Violation/School Rules
Exposure to Bodily Fluids Purposeful spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member.	3600 Violation/School Rules
Engaging in Verbal Conflict Disrupting the school environment by engaging in a loud argument that may include disparaging comments or discussion of potential physical conflict.	1500 Disorderly Conduct
Fighting: Mutual attempt to physically harm another person through mutual combative physical contact. Not planned, but erupts spontaneously and is a first offense during that school year.	1700 Fighting (Mutual Altercation)
Bullying/Harassment Continued behavior between students, and after administrative intervention that includes hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i>
Misuse of Computers or Network Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other non-educational purpose. OR Direct or indirect use of district computers, computer networks or computer systems which involves offensive, personal, commercial or other inappropriate messages. OR Other actions that are a violation of the District Technology Policy.	3600 Violation/School Rules
Nuisance Item (Dangerous): Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious that it substantially interferes with or disrupts the learning environment and presents a danger or potential danger to the school environment. This may include items such as matches, lighters, pepper spray, etc.	3600 Violation/School Rules
Physical Contact Any unwanted physical contact between students that does not cause injury or danger, but results in a needed intervention. (Or that causes a disruptive or dangerous environment) Including, but not limited to: Pushing, Shoving, Running, Chasing, Touching, Throwing, or Related Non-Injurious Behaviors.	2500 Physical Altercation minor
Possession of Obscene or Pornographic Literature, Materials, or Electronic Images The possessing, taking, disseminating, transferring, or sharing of obscene,	3600 Violation/School Rules

pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise	
Property Damage Causing or attempting to cause damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).	3500 Vandalism
Reckless Behavior Resulting in Injury of Others Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk. Physical misconduct that causes injury to another person. The conduct is not intentional but the injury was caused by negligence or potential misconduct by the student.	1300 Battery
Recording Others Recording others (photographs, videotaping, sound recording, or otherwise transmitting images and/or sounds of another person or persons, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public.	3600 Violation/School Rules
Refusal to Cooperate with School Staff A student, who has already been sent to the office for misbehavior, continues to fail to comply with directions from staff.	3600 Violation/School Rules
Theft: Stealing or attempting to steal property from another individual or the school. When an item is valued at less than \$100 or does not require forced entry into a classroom, locker room, locker, vehicle and there was no damage to property during the theft or attempted theft. (Examples: Taking a small item off of an open table or picking up an item left out by another student.)	3100 Theft
Threat—Level 2: Using an expression (verbal or non-verbal) or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced.	3200 Threat
Tobacco Possession Possession of Tobacco or look-alike substance, including cigarettes, chewing tobacco, cigars, lighters, matches, and other paraphernalia, including vapor products (i.e. electronic nicotine delivery systems) associated with the physical inhalation or absorption of tobacco which intend to replicate tobacco products either by appearance or effect.	3300 Tobacco
Tobacco Use To include students found to be in use of tobacco or a product that may be used to distribute tobacco or the chemical nicotine while in the school building, or on school grounds	3300 Tobacco
Unauthorized Use of Camera, Video Device, Personal Device or Recording Device Student use of cameras/video devices to record or photograph the school, classroom, teacher or other students without explicit, prior authorization of the principal/classroom teacher and other student. Any unauthorized recording or photography is prohibited.	3600 Violation/School Rules
Vandalism or Damage to School or Private Property: Causing or attempting to cause damage to property. This includes school property that is lent to the student.	3500 Vandalism
Verbal or Written Abuse to Staff, Nonthreatening Language or behavior that is disrespectful to a staff member but is not severe in nature or use significant profanity. This would include statements like, "I'm not doing that!" "Whatever!" "You can't make me." "This is stupid."	1500 Disorderly Conduct

Vulgarity/Profanity Written or oral language that is disgusting and/or repulsive, but does not constitute harassment and is not directed at staff members.	1500 Disorderly Conduct
Youth Gang Apparel and Behaviors Wearing apparel as identified by the Beatrice Public Schools as gang related; wearing or carrying any item meant to identify a person as a gang member; writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs with the intent or potential to intimidate others or that creates a disruptive or unsafe learning environment.	1500 Disorderly Conduct
Repeated Disruptive Behavior Behavior that causes a repeated disruption to the classroom and in which the student does not participate in or respond to Level 1 Interventions.	1500 Disorderly Conduct

Level 3 Interventions and Responses	Level 3 violations will involve the removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In cases of multiple suspensions, a problem solving team may be utilized.
Who: Teachers and other staff members will refer students to any administrator who will work with the team to identify the appropriate intervention and response. This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.	Level 3 Responses <ul style="list-style-type: none"> • In School Suspensions between 1-9 days • Short term Out of School Suspensions between 1-5 days • Long term Out of School Suspensions between 6-10 days • Notification of Law Enforcement Level 3 Interventions <ul style="list-style-type: none"> • Interventions from all previous levels • Parent or guardian collaboration (Parent meeting may be required upon re-entry from a suspension) • IEP or SAT team meeting • Restorative Practices strategies, including school and community service • Communication with law enforcement (as needed) • Change of schedule

Level 3 Violations	Behavior Code
Recording Others Recording others (photographs, videotaping, sound recording, or otherwise transmitting images and/or sounds of another person or persons, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Any recording in the restrooms, locker rooms or other private spaces will be considered major offenses.	3600 Violation/School Rules
Possession of Medication Student possession of medication that is prescribed or non-prescribed that is on the student's person and has not been given to the nurse for proper dispensing. Student shows no evidence of distribution or intent to distribute.	3600 Violation/School Rules
Possession of Look alike Weapons: Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close. Weapon is visible or known, but is not used in a threatening manner.	3600 Violation/School Rules
Assault, No Injury Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent personal injury. An assault is violence by one	1300 Battery

party in which the other individual does not initiate contact or retaliation and that is unprovoked.	
<p>Bullying/Harassment Any ongoing and continued behaviors that have been outlined and addressed through a conflict resolution model where hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student or staff member through the act of intimidating, frightening, oppressing, or adversely controlling the student or staff member, and that is disruptive of the educational process or any ongoing pattern of physical, verbal, written, graphic, demonstrative or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, bumping, tripping, and damaging clothing.</p>	<p><u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual</p> <p><i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i></p>
<p>Damage to Property Willfully or recklessly causing or attempting to cause damage to student, teacher or school property.</p>	3500 Vandalism
<p>Disruption in the ISS room Student who is currently placed in the ISS room and continues to display disrespectful, disruptive or non-compliant behavior.</p>	1500 Disorderly Conduct
<p>Possession of Alcohol, or Prescription Drugs without use Bringing prescription drugs to school that do not belong to the student, but without taking them or making any known effort to distribute. This also includes finding alcohol or drugs in a student vehicle that were not brought into the school building, were not used or distributed and were found while administration was conducting an unrelated search.</p>	1000 - Alcohol 1600 - Drugs
<p>Exposure to Bodily or Dangerous Fluids Intentional spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member thereby jeopardizing their safety, or exposing others to dangerous substances including pepper spray or other chemicals.</p>	3600 Violation/School Rule
<p>False Alarm/Tampering with Safety and Security Systems Tampering with school entrances/exits or emergency warning systems that creates a false alarm signal and triggers an emergency response or causes damage or the intent to cause damage to cameras, fire alarms, locks, door sensors or other safety and security systems within the school.</p>	3500 Vandalism
<p>False Allegations Against Staff Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.</p>	3200 Threat/Intimidation
<p>Fighting that Causes Substantial Harm: Physical attack of one student on another that is not mutual and results in substantial physical harm of one student to another. Planned attack or one which was orchestrated by the student. And/or fighting that involves a large number of students.</p>	1700 Fighting
<p>Repeated Fighting: Student who engages in multiple physical or aggressive attacks with the same or different students.</p>	1700 Fighting
<p>Harassment Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the</p>	<p><u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual)</p>

effect of creating an intimidating, hostile, or offensive school environment. Repeated or of an egregious nature.	1910 Racial 1940 Religious 1900 Sexual
Possession of Obscene or Pornographic Literature, Materials, or Electronic Images The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs that causes a substantial disruption to the learning environment and/or were captured at school or were dispersed to other students in the school environment.	2400 Obscene Behavior
Possession of Look alike Weapons Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close. Weapon is used in a threatening manner or used to provoke or intimidate others or in a manner that causes concern of others.	3797 - Other object
Profanity Directed Towards Staff Students who use significant profanity that is directed at staff members.	1500 Disorderly Conduct
Public Indecency Behaviors described in Nebraska Statute 28-806 Behavior resulting in public indecency. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.	2400 Obscene Behavior 2900
Sexual Assault Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320 or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9).	2800 Sexual Battery
Sexual Contact The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.	2800 Sexual Battery
Sexual Harassment Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual
Threat—Level 3: Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.	3200 Threat/Intimidation
Threatening With An Object: Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close. No injury or contact between individuals is made, and threats are verbal or written in	3740 Other object used as a weapon

nature.	
Theft: Stealing, attempting to steal property, being in possession of stolen property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. This also includes thefts from KHS food service outlets. Neb. Rev. Stat. §79-267(2).	3100 Theft
Threats or Intimidation Use of violence, force, coercion, threat, and intimidation or similar conduct in a manner that constitutes substantial interference with school purposes.	3200 Threat/Intimidation
Under the Influence of a Controlled Substance: Coming to school or a school activity under the influence of a controlled substance, recreational drug or alcohol.	1000 - Alcohol 1600 - Drugs
Unlawful Activity: Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this CODE which creates potential danger in the school environment or interference with school purposes.	3600 Violation/School Rule
Verbal or Written Abuse of Staff, Threatening: Abusive communication directed at staff which includes words or actions that threaten the individual's safety and security.	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual
Assault on School Personnel Violence, aggression or physical contact with or directed at school personnel which causes physical harm or creates an unsafe environment in which they feel significantly threatened due to mannerisms, actions, or the physical presence of the student. Examples include but are not limited to throwing items, punching, posturing, blocking an entrance or exit, swinging at a staff and not making contact, etc.	1300 Battery
Weapon (other than firearm and not being used) Possessing any object or material that is ordinarily and/or generally considered to be a weapon that could be used to injure a person. The weapon is not being held or used by the student and is not threatening but is in the student's possession. This could include but is not limited to having a pocket knife in their bookbag.	3723 - Knife 3721 - Knife 3797 - Explosive Device

Level 4	Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the long term removal of a student from the school environment due to the severity of the behavior. Such violations may result in long term suspension up to expulsion from school
Who: These situations will be referred immediately to a member of the Administrative Team and handled swiftly and in collaboration with the entire team and District Office personnel. This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.	Level 4 Responses <ul style="list-style-type: none"> • Long-Term Suspension, Reassignment, or Expulsion • Notification of Law Enforcement <p>Long-term suspension may be applied when it is feasible to reintegrate the student back into the school environment. Changes in schedules or placements may be applied when chronic misbehaviors are present and school staff have documented efforts to intervene and support acceptable behavior. Expulsion may be applied when the student's presence at school is deemed too dangerous or disruptive for staff to maintain a safe and positive climate.</p> <p>Level 4 Reentry Interventions Upon return to a traditional school setting after a reassignment or</p>

	<p>expulsion, the school staff will establish a plan of support for the student's ongoing success at school that may include the following:</p> <ul style="list-style-type: none"> • Interventions from all previous levels • School reentry plan • Alternative educational placement/setting • Communication with law enforcement, probation or other agencies
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Level 4 Violations	Behavior Code
<p>Arson Intentionally setting or attempting to set a fire on or in school property.</p>	1100 Arson
<p>Assault with Injury (Intentional) Assault of another person where the student has knowingly and intentionally used force to cause personal injury.</p>	1300 Battery
<p>Possession of Drugs, alcohol, prescription medication or other illegal substances: Possession of prescribed medications is prohibited. Students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school.</p>	1000 - Alcohol 1600 - Drugs
<p>Firearm Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 (see firearm definition in Glossary section) as well as unintentionally possessing weapon in student vehicles. This does not include lookalike items.</p>	3713 - Firearm
<p>Threatening With An Object: Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close.</p>	3740 - Other object used as a weapon
<p>Under the Influence of a Controlled Substance: Coming to school or a school activity under the influence of a controlled substance, recreational drug, prescription drug unders misuse or alcohol.</p>	1000 - Alcohol 1600 - Drugs
<p>Selling, Distributing, Intent to Distribute, or Attempting to Distribute Drugs, Alcoholic Beverages, or a Controlled/ Imitation Controlled Substance: Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol, or of any prescribed medication. OR Receiving any of the above mentioned substances from another student at school.</p>	1000 - Alcohol 1600 - Drugs
<p>Sexual Assault Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 and 28-320</p>	2800 Sexual Battery
<p>School Threat (verbal or written) Causing a substantial disruption to the school environment and/or placing students at risk by a threat of violence at school or towards the school in general or specific students and groups of people that threaten the safety of the building. This could including making a false report, or activating an alarm, bomb threats, threats to bring weapons, threats to shoot others, death threats, kill lists and other such threats.</p>	2700 School Threat

<p>Weapon (other than firearm) Possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including, but not limited to, guns, firearms, knives, throwing stars, brass knuckles, chemical substances (including but not limited to mace, pepper guns, and bleach) and any other object that could be used to injure a person.</p>	<p>3723 - Knife 3721 - Knife 3797 - Explosive Device</p>
<p>Repeated Level 2 and 3 Violations</p>	<p>3600 Violation/School Rule</p>



Beatrice Community Preschool

Beatrice Community Preschool Addendum 2024-2025

BEATRICE COMMUNITY PRESCHOOL

Philosophies & Practices

The Beatrice Community Preschool (BCP) has been created through collaboration between Beatrice Public Schools and Blue Valley Community Action/Head Start. This inclusive preschool program serves children of all races, ethnicities, and abilities whose parents desire a hands-on preschool experience for their child. Our mission is to provide children with a high quality preschool experience in a positive and nurturing environment that serves as the first step to help your child grow into a life-long learner and responsible citizen.

Who May Attend?

ALL children that are 3 by July 31st and continue until they are eligible for kindergarten, when the child is 5 years old on or before July 31st. OR children who have an IEP, non English speaking children, or Sixpence families that turn 3 within the school year.

*Children who are eligible for kindergarten may not attend Beatrice Community Preschool.

Where is Beatrice Community Preschool?

All sessions of preschool are held at Beatrice Community Preschool, which is located at 333 North 33rd Street.

When is Preschool?

Classes are held half a day and full day, four days per week (Monday, Tuesday, Thursday and Friday) for a minimum of 450 hours over the school year.

What Will My Child Learn?

Beatrice Community Preschool uses a curriculum that is aligned with Teaching Strategies GOLD, an authentic measure that uses daily observations of children, that is used to guide student learning. Learning targets were developed to match GOLD objectives. Our curriculum is developmentally appropriate and addresses all areas of development. It is aligned with the standards for learning set by Beatrice Public Schools, the Nebraska Early Learning Guidelines and the State of Nebraska. Every child will have daily opportunities to grow in all areas including: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social students, and the arts. All of this learning will be done through a hands-on, play based approach.

What Services are Provided at Preschool?

Each class is taught by a teacher who is certified to teach young children and to provide special education services. Support to the teacher and the children is provided by two teacher's aides and other support staff which includes but is not limited to director, supervisors, school principals, other special education providers, full-time speech language pathologist, occupational therapist, physical therapist, a teacher of the visually impaired, a deaf educator and a full-time school psychologist.

Arrival and Departure Times

Morning Session	8:05	11:20
Afternoon Session	11:50	3:05

All Day Session	8:05	3:05
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Allergies

Beatrice Elementary is an “Allergy Aware” school. This means that we cannot guarantee a nut, milk or “allergen-free” environment. The risk of exposure is always present. Instead, we have an “allergy aware” policy, which empowers everyone. Children with allergies become aware of what they can and cannot eat, and school staff are alert and careful about each student’s allergies.

Attendance

A key factor in making each child’s school experience a success is regular school attendance. However, attendance for our preschool program is not mandatory. Parent/guardians should notify the school before or as early as possible on the morning of the child’s absence or late arrival.

If your child is absent for more than 20 days a semester, without a valid reason, your child’s spot may be forfeited, due to a large waiting list of students.

Bussing

Bussing will be offered to all students that live within the city limits. Here are some procedures we would like followed for families with students riding the bus:

- Parents are required to walk their student to the bus and pick them up from the bus door.
- No student will be allowed to get off the bus without an adult to meet their child at the bus door.
- No food or drink is allowed on the bus.
- The bus will only wait 2 minutes for children to get on.

All children that receive special education services will have access to bussing.

Electronic Devices

All electronic devices (cell phones, ipads, ipod, watches, etc.) that are used for communication becomes a distraction within the school environment. Students are asked to keep these devices in their book bags during school hours. If a device is seen, or being used, during the school day, the device will be turned into the office and a parent will be asked to come get it.

Family

Families play the central role in their child’s development. Engaging families into their child’s preschool experience is essential to maximize learning. We will strive to actively partner with parents and guardians. There will be many opportunities for families to work with their preschoolers throughout the year. Some ways that we like to build the family–school relationship include but are not limited to the following:

- **Two home visits**—Home visits are a state requirement for the program. These visits will be in August and one 2nd semester.
- **Family activities**— flyers will be sent home throughout the year to inform you of family activities that will happen at school.
- **Early Childhood Advisory Committee (Preschool PTO)** — a group of parent collaborate with preschool staff and community providers that meet together and discuss current preschool happenings and events that are relevant to BCP.

Home Visits

Teachers will visit every family at their home, or agreed upon location, two (2) times during the school year. These visits will happen in August and during 2nd semester. During these visits, teachers are getting to know you and your family.

This is a great time to bridge the home/school connection. Home visits are a requirement component our preschool program according to Nebraska Rule 11.

Label

Please make sure that everything you send to school has your child's name on it. Please make sure that backpacks, coats, jackets, gloves, and sweatshirts have your child's name somewhere on it. We end up with a lot of "extras" each year.

Mandatory Reporters

The law requires that every member on staff at Beatrice Community Preschool reports any sign of child abuse or neglect. This includes proper safety restraints, or leaving younger children in vehicles while picking up your preschooler. If staff sees abuse or neglect, they are required under state law to report.

Meals

Beatrice Public Schools will provide nutritionally-balanced meals/snacks for children during the preschool session. All day students will be provided breakfast, lunch and a snack before leaving. The morning session will provide breakfast after arrival and a snack before departure. The afternoon session will provide lunch after arrival and a snack before departure. Snacks are provided at no cost. Preschool children are charged for meals only if they eat a meal, according to meal eligibility. You are always welcome to send a sack lunch/breakfast for your child. All students are expected to sit at the table during meal times, to encourage communication and conversations.

Modified Day

We strive to make sure that all children feel comfortable at Beatrice Community Preschool. If a child is having a hard time adjusting to the all day schedule, we can modify his/her day until he/she is comfortable in the new surroundings. In order to hold his/her spot in the full day program, we ask that this modification is back to a full day by November 1st. If an all day option is not the right fit for the child, we can offer a half day classroom.

Payment

Beatrice Community Preschool will utilize the following tuition guidelines (sliding scale):

TUITION PER MONTH

Special Education (IEP)	No Cost
Head Start Family & Free Meal Eligibility	No Cost
Reduced Meal Eligibility	Will be at half price of regular pay
Full Pay Meal Program Eligibility	Will be set each year

Parents/guardians will be expected to pay by the first of each month. If payment is not received, by the 15th of the month you will receive a late notice.

There are multiple ways to pay your tuition and meals:

1. If paying by check please make it out to "Beatrice Public Schools." Please include the child's name, and mail or deliver to:

Beatrice Community Preschool
333 N 33rd Street
Beatrice, NE 68310

2. Your child can bring money to school. Please put it in an envelope and clearly write your child's name on it.
3. You can pay online. Before you can submit your first payment, a parent portal must be created. Please call the office to set up your portal so payments can be made online.

If tuition is not received in a timely manner, a letter requesting payment will be mailed to families. Failure to remit payment for program tuition may result in discontinued enrollment, unless extenuating circumstances are discussed with the program direction. Families with unpaid balances may be turned over to collections.

Quality Preschool Experience

Beatrice Community Preschool strives to be the best. We ensure our quality program by following State of Nebraska guidelines as well as Head Start programs and regulations such as:

- **Using Creative Curriculum**—a curriculum that is developmentally-appropriate and addresses all areas of development.
- **Early Childhood Environmental Rating Scale**—to ensure our rooms are set up for the best possible learning environment.
- **Classroom Assessment Scoring System**—to ensure positive, meaningful interactions between staff and students.
- Measure child outcomes with **Teaching Strategies GOLD**—an authentic measure that uses daily observations of children to plan for instruction.

Restrooms

We have restrooms in the classrooms. We encourage children to use the restroom and have adults in the room remind children as well. **If your child is not potty trained we ask that they only come to school in side-fastening pull-ups.** Please continue to work on restroom skills: flushing the toilet, getting dressed and washing hands.

Time in Classroom

We enjoy having parents/guardians and other family members in our classrooms. We ask that you schedule the visit with the teacher at least a day prior and you keep the visit to 30 minutes, unless otherwise approved by the preschool director.

Toys

We ask that all toys be left at home, unless it is a show and tell items. All toys are expected to stay in backpacks at school and on the bus, unless asked to get out by a teacher. We ask that no toy guns or weapons be sent to school.



ELEMENTARY ADDENDUM

2024-2025



BEATRICE PUBLIC SCHOOLS

BEATRICE ELEMENTARY SCHOOL

333 North 33rd Street
Phone 402.223.1525

Beatrice, NE 68310
Fax 402.223.1527

James Ford
Principal

Missy Timmerman
Principal

Dear Parents/Guardians,

We are so excited to open the doors to our new elementary school this 2024-2025 school year. We are eager to see all of the learning opportunities that will come with our new building. As we open our new building, we will be working to establish practices and procedures to enhance the learning environment and ensure safety for all.

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

We encourage you to become an active member in your child's education. Knowing the policies and expectations throughout the school day is one of the ways that you can help your child to be successful. If you have any questions or concerns, please feel free to contact the office or your child's teacher.

We are beyond excited to open the doors and help each and every child grow and become the best they can be.

Here's to a great 2024-2025 school year!

James Ford
Principal

Missy Timmerman
Principal

Arrival And Departure Times

Breakfast	7:45-8:05
Class Start	8:10
Tardy bell	8:15
Dismissal	3:20
Shortened Day Dismissal	1:55

Allergies

Beatrice Elementary is an “Allergy Aware” school. This means that we cannot guarantee a nut, milk or “allergen-free” environment. The risk of exposure is always present. Instead, we have an “allergy aware” policy, which empowers everyone. Children with allergies become aware of what they can and cannot eat, and school staff are alert and careful about each student’s allergies.

Electronic Devices

All electronic devices (cell phones, ipads, ipod, watches, etc.) that are used for communication become a distraction within the school environment. Students are asked to keep these devices in their book bags during school hours. If a device is seen, or being used, during the school day, the device will be turned into the office and a parent will be asked to come get it.

Field Trip Information

Field trips provide students with hands-on experiences as well as an extension of classroom learning activities. We ask parents to abide by the following guidelines should they volunteer to be chaperones on classroom field trips:

- Limit cell phone use to emergencies only.
- Smoking is not permitted during any school activity.
- Please leave siblings at home as parents are needed to supervise students.
- All students must ride to and from the activity on the school bus. Parents who chaperone may take their own child home if a written note is provided to the classroom teacher prior to the field trip.

Leaving the Building

Parent/Guardians wishing to pick up their children from school must come to the office to do so. The office will call your child to the office while the parent is signing the child out.

Students leaving the building during the school day must obtain permission from the office and sign out there, stating destination and time of departure. After returning they must sign back in, noting time of return. Students failing to sign out at the office before leaving school may be counted truant and consequences will be assigned.

Children will not be released to anyone who is not on the child’s enrollment form, emergency contact or called in by parents.

Reporting Student Progress

Report cards are completed and released to parents on a quarterly basis. They are an attempt to sincerely and accurately interpret the whole pattern of your child’s growth and development through school experiences and are considered to be an instrument of guidance for both parents and students. Report cards are available online through the Parent Portal.

Elementary Curriculum

All students at Beatrice Elementary K-5 will have access to high quality grade level instruction. Student's progress will be assessed frequently through formative assessments that are aligned to the district's priority standards.

All kindergarten through 5th grade students will have access to:

- Language Arts--a minimum of 60 minutes of core instruction. Students will have other instruction throughout the day in other language arts areas
- Math--a minimum of 45 minutes of core instruction
- Social Studies--a minimum of 45 minutes a week of social studies instruction. Much instruction will be done throughout the reading curriculum
- Science--a minimum of 45 minutes a week of science instruction. Much instruction will be done throughout the reading and math curriculum
- What I Need (W.I.N.)--students will have 30 minutes a day for WIN time. This time is used to target instruction, both intervention and enrichment, based on student need

Music

Music is formally provided 3 times in a six-day cycle by music specialists. The emphasis is on understanding music, self-expression, and satisfaction/accomplishment through participation in musical experiences. Fifth grade students may elect to participate in band classes taught by an instrumental music specialist. The weekly lesson provides familiarity with an instrument and satisfaction/accomplishment in music production.

Physical Education and Health

Specialists provide 3-4 times, in a six-day cycle, lessons that emphasize physical fitness, healthy behaviors, motor skill development, recreational and sports skills, and confidence in bodily movement.

Art

Students will be provided discipline-based art education 1-2 times in a six-day cycle. Students discuss art history, art criticism, art aesthetics, and art production. The program encourages self-expression in images, and teaches techniques to develop art concepts. Art instruction is designed to provide students with opportunities to understand and appreciate ideas, connect individual perspectives, create art to generate ideas, and present art ideas to the community.

Media Services

Students utilize the media center to explore literature and develop research skills. Students are shown how to access information using technology skills. Media specialists/librarians support students' learning in the core areas through supplementary materials.

Social Emotional

Students have the opportunity to learn the tools to excel in and out of the classroom with curriculum focused on student's character development,, situational awareness, and academic achievement.

School Counseling

Students participate in classes through a comprehensive school counseling program addressing the academic, career and personal/social development. Topics include Bullying Prevention, Child Protection, Keys to Success, College & Career Readiness and other topics to support student development.

Grade Level Curriculum at-a-glance documents are available for each grade level. Contact your classroom teacher, principals, or visit the BPS curriculum website.

BLAST - Beatrice Educational Foundation

The Beatrice Educational Foundation (BEF) provides after-school academic-based programs at Beatrice Elementary Schools. The BLAST program provides a variety of clubs, academic programs, homework help, enrichment activities, recreation activities, and much more! BLAST is an engaging and energetic program that will help children succeed both

academically and socially. Parents are invited to be involved in programs and activities! Summer programs are also available. For more information, contact the BLAST program director at 402-223-1500.

Behavior

Behavior Overview - PBIS

Beatrice Elementary School uses Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. We pair the teaching with the work's of Dan St. Romain's Cultivating Character. This program teaches social skills to our students. Research shows that positive reinforcement is one of the best ways to not only change problematic, or unexpected behavior, but also to encourage and maintain expected behavior. PBIS establishes clear behavior expectations to support all students in achieving social, emotional, and academic success. In addition to making behavior expectations clear to students, PBIS provides behavioral support when needed, and fosters a positive environment where appropriate behavior is acknowledged and rewarded.

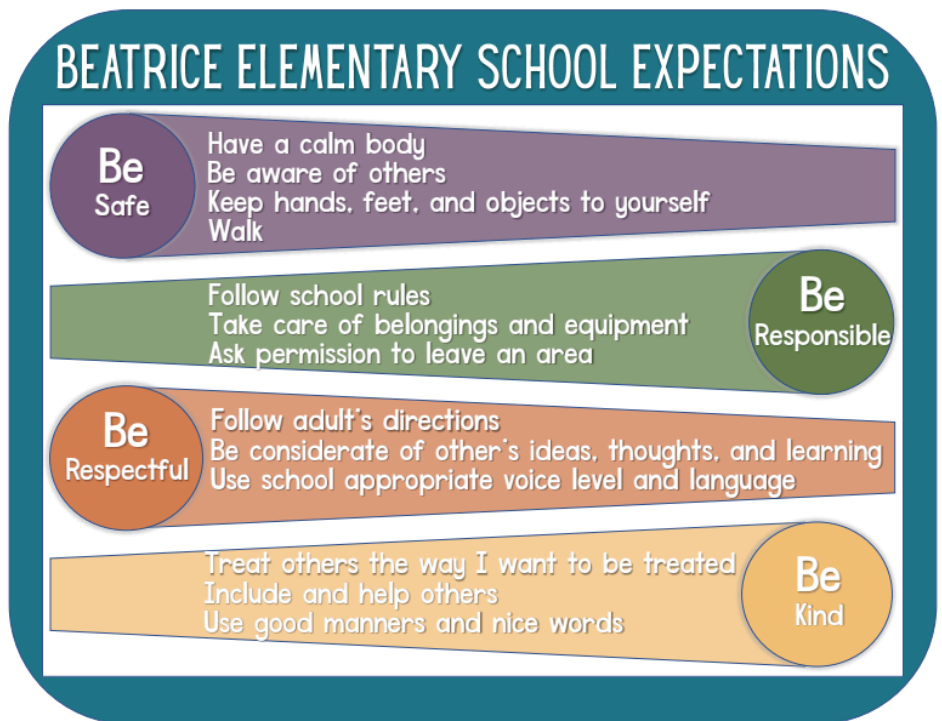
The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching as set of behavioral expectations (matrix)
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

The ultimate goal is to increase academic performance, decrease problem behaviors, increase safety, and establish positive school climates through research-based strategies and systems. The following pages of this section will outline behavior expectations at Beatrice Elementary School.

Our Four School Expectations are:

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind



Our Expectations

*All of the above behaviors are expected throughout the Elementary campus, both inside and outside. The below are additional expectations in the area/activity.

ARRIVAL/DISMISSAL

Be Safe

- Using walking feet
- Keeping hands/feet to myself

Be Responsible

- Go to designated area right away

Be Respectful

- Take care of property, both my own and my schools

Be Kind

- Greet others

HALLWAYS

Be Safe

- Walk to the right of the hallway

Be Responsible

- Go to designated area right away
- Keep hallways and stairways clean

Be Respectful

- Giving people personal space
- Using school appropriate voice levels

Be Kind

- Greet others

RECESS

Be Safe

- Use equipment appropriate
- Use hands and feet appropriately
- Stay in designated area
- Report unsafe situation or persons

Be Responsible

- Leave nature outside
- Line up right away when called

Be Respectful

- Take turns
- Share equipment

Be Kind

- Invite others to play
- Show good sportsmanship

LUNCHROOM

Be Safe

- Sitting at my assigned area right away
- Walking in a single file line

Be Responsible

- Eating my lunch appropriately
- Cleaning up my area

Be Respectful

- Using school appropriate voice level
- Raising my hand when I need help

Be Kind

- Help others around me

BATHROOM

Be Safe

- Use bathroom quickly and correctly
- Keep floors, walls and stalls clean and dry

Be Responsible

- Leave the area clean
- Wash my hands
- Return to my classroom quickly

Be Respectful

- Give privacy
- Use school appropriate voice level

Be Kind

- Wait my turn

OFFICE/ADULT SPACE

Be Safe

- Notify adults if you need something

Be Responsible

- Sit in designated area

Be Respectful

- Follow voice protocol, use manners, leave school items in place

Be Kind

- Greet others



MIDDLE SCHOOL ADDENDUM

2024-2025

BEATRICE MIDDLE SCHOOL MISSION

The mission of Beatrice Middle School is to provide students with the academic and life skills necessary for personal success and responsible citizenship by providing guaranteed and viable curriculum, high quality instruction, and a safe and caring environment.

OUR BELIEFS

We believe...

- 1. Every individual has infinite worth*
- 2. Students need the opportunity to develop skills to be successful in their future endeavors*
- 3. In providing a safe, secure, and accessible environment for all*
- 4. A strong school/community partnership is an investment for the future*
- 5. A cooperative effort between family and the school is a key contributor to student success*
- 6. High quality staff is essential*
- 7. Each student deserves an educational experience that is innovative, engaging, and equitable*
- 8. Students deserve a positive culture that encompasses kindness and inclusion for all*
- 9. Diversity of people, ideas, and experiences enhance a community*
- 10. Commitment and ownership are necessary to achieve one's full potential*

Dear Parent/Guardian:

We would like to officially welcome you to the 2024-2025 school year. We anticipate building upon our successes from previous years and maximizing the potential of all students that enter our classrooms this school year.

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

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

Sincerely,

Andrew Haake



Beatrice Middle School Principal

Craig Stengel



Beatrice Middle School Assistant Principal

Academic Information

Assignment Book

All Beatrice Middle School students will receive one Assignment Book. Students will record daily assignments in the book. Students will be required to use their Assignment Book as a method of checking out at Study Hall. Each academic team will regulate the procedure for using the Assignment Book in their respective Study Hall. Replacement Assignment Books will cost a student \$3.00. The Assignment Book is an effort to help the students be more mindful of what their assignments are and more conscientious about completing the assignments when they are due.

Grading System

Student grades will be based on “Formative” and “Summative” assessments.

“Formative” assessments are used daily and help drive the instruction of the teacher. Formative assessments may include quizzes, group responses, class discussions, exit slips, independent coursework, homework, etc. These assessments will then help the teacher determine the proficiency level of each student and of the group. Formative assessments will account for 30% of the student’s final grade.

“Summative” assessments measure the knowledge gained in a unit and are found at the end of the unit or a concept. Summative assessments allow students to independently demonstrate their proficiency of the concepts. Summative assessments may include presentations, essays, projects, tests, etc. Summative assessments will account for 70% of the student’s final grade.

Throughout the year, students will have an opportunity to retake summative assessments. Many of us have received second chances throughout the years with the ACT exam, the driver’s exam, etc. Learning also is a place that lends itself to second chances. In order to have the opportunity to retake a summative assessment, the student will need to ensure that all homework and formative assessments have been completed before the retake assessment is given. Students will also need to complete additional studying and preparing so they can gain a deeper understanding of the concepts and standards.

Students are graded on a system as follows:

A	=	93-100%	(4.0)	P	:	Pass
B	=	86-92%	(3.0)	F	:	Fail
C	=	78-85%	(2.0)	I	:	Incomplete
D	=	70-77%	(1.0)	N/A	:	Not Applicable
F	=	0-69%	(0.0)			

An “Incomplete” indicates that required work has not been handed in or completed. Normally, the student is given two weeks after report cards have been issued in which to complete their work. A “Not Applicable” indicates that a student doesn’t have necessary data to generate a grade for that grading period. For example, a student may enroll in the last week of a grading period and wouldn’t have sufficient time to establish an academic grade for that grading period.

Honor Roll

All classes will be considered for honor roll. For a student to be placed on the honor roll, the student must earn a 3.5 in all of their classes. Honor roll students will be recognized following each quarter grading period. A student who has an incomplete grade at the time the honor roll is calculated, (approximately one week from the end of the quarter), will be ineligible for the honor roll. Students who are enrolled on a part-time basis will not be eligible for the honor roll.

Mentor Period

The Mentor Period is designed to link staff members with groups of students for the purpose of developing a sense of belonging, togetherness, and close relationships necessary for the well being of the student. The goal is to make every child feel important and significant.

The following characteristics define the Mentor Period:

- Mentors meet with their students to track grades and set academic goals
- Students will have time to organize planner and review upcoming curricular due dates
- Students will have time to review school-wide behavioral expectations.

Power of ICU

All students are expected to demonstrate mastery of the Nebraska State Standards. To ensure that every student has the ability to accomplish this, every quality assignment is expected to be completed by every student.

The ICU approach will place a heavy emphasis on providing students with remediation, enrichment, support, and multiple opportunities for extra academic assistance to ensure that every student learns at the highest level. We want EVERY student to complete EVERY quality assignment.

Students with missing or poor quality assignments have their names placed on an ICU list. A parent/guardian should receive a text message (or email) stating that his/her child has been placed on the ICU list. Students will have a variety of opportunities with staff to get the assignment completed during the school day (Mentor, Working Lunch, 8th Period, WAC, House Competition Days, etc.), but may also need to get it completed at home. Names are removed from the ICU list when all quality work has been completed and the parent/guardian will be notified via text or email.

Parent/guardian ICU contact information will be automatically pulled from Infinite Campus. If Infinite Campus information is not current, please contact the school office to have it updated.

Progress Reports

All students will be issued current status reports near the middle of each grading period. Parents are encouraged to monitor their child's progress through Parental Portal throughout the school year. Visit the quicklink at beatricepublicschools.org or use the following link to access the Infinite Campus Parent Portal: <https://beatricene.infinitecampus.org/campus/portal/beatrice.jsp>.

Report Cards

Report Cards are issued to students at the end of each quarter. All of the classes in which the student is enrolled plus the grade for each class and necessary comments, are noted on the report cards. This card does not need to be signed by the parent, nor is it to be returned. In the event of an error, the guidance office should be contacted.

Textbooks

Textbooks will be furnished free of charge to students. In case of misuse, damage or loss of the book, a fine will be charged to the person to whom the book is checked out. In some instances in which magazines, workbooks, or other special materials are used, a small charge will be assessed. All textbooks are to be covered.

Tardiness to Class

Students will have four minutes to travel from class to class. When a student is tardy five times or more to class (per semester), the student will be issued a detention for each subsequent tarty.

Athletic/Activities

Academic Eligibility

Students failing two or more classes will be ineligible to participate in athletics and school sponsored events (e.g. delegation) for one week (Monday-Saturday). Eligibility lists will be generated the day prior to the last day of the week. Coaches will be given eligibility lists on the last day of each week and the coaches will notify the student athletes who will be ineligible to participate in events during the following week. Students may remain ineligible for more than one week.

Activity Participation on Day of Absence

Middle School students who participate in extracurricular activities are not allowed to practice, perform or compete on the same day they are absent from school more than four (4) class periods, excluding mentor period. Exceptions include any medically excused absence. Absences due to extenuating circumstances (funeral, family emergency, etc.) must be approved by the building principal or assistant principal.

Any student who is assigned to ALC/In-School-Suspension for disciplinary reasons may not participate in extracurricular activities or attend Beatrice Public Schools activities for that day. If a student is serving consecutive days for a single infraction, a student may not participate in a school activity or attend a Beatrice Public Schools activity if serving more than half a day (4 class periods).

Athletic/Extracurricular Eligibility

In order to practice or participate in extracurricular activities, students must be enrolled in at least four courses in a semester. Home-schooled or part time students not enrolled in at least four courses are not eligible to practice or participate.

Drug, Alcohol, Citizenship Activity, Rules

Beatrice students involved in any school activities must adhere to all school policies to take part in extracurricular activities during the school year. The student's use, possession, distribution, or sale of alcohol, tobacco, vaping, narcotics, dugs, "look-alike" drugs, anabolic steroids, or drug paraphernalia is prohibited. If a student is either determined to be in violation of school policy or is charged with a crime or offense either related to or not related to the use, possession, distribution, or sale of alcohol, tobacco, narcotics, drugs, "look-alike" drugs, anabolic steroids, or drug paraphernalia, the following additional rules shall be applicable:

First offense: The first offense will result in the forfeiture of participation, or public performance, in all activities (both graded and non-graded) for nineteen (19) days from the time of reporting to school personnel. Students will be given the option of having the suspension reduced to ten (10) days if they successfully complete an antismoking/vaping unit for tobacco/vaping violations. For violations of alcohol possession/drug use, the student may choose to reduce the suspension to ten (10) days by attending the juvenile diversion program or enrolling in a district approved evaluation program at their own expense.

If the student is not participating at the time of the incident, the penalty will carry over to the next season during that school year, and the minimum penalty of one (1) contest will apply to participation. A student must complete the season for the serving of a suspension to fulfill the requirement. Students will be ineligible to participate in activity performances, contests, competitions, early dismissals, public performances, and visitations, but not from practices and/or classes within the school day. Students will not be allowed to suit up or dress out for contests, but may accompany a team with the coaches/sponsors permission.

Second offense The student will not be allowed to participate in the school activity for the remainder of the season. Coaches and sponsors have the authority to impose additional rules and consequences based on the students grades and behavior.

Transportation

Transportation to events will be provided for participants by the district. Students participating in any away activity may ride home with their parents by signing out with the coach or sponsor prior to leaving that activity. Any student riding home from an activity with an adult other than his/her parent must have written permission from their parent or guardian. The note must be turned into the coach/sponsor before the group or team leaves for the activity.

Code of Conduct

Behavior Overview - PBIS

Beatrice Middle School uses Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Research shows that positive reinforcement is one of the best ways to not only change problematic, or unexpected behavior, but also to encourage and maintain expected behavior. PBIS establishes clear behavior expectations to support all students in achieving social, emotional, and academic success. In addition to making behavior expectations clear to students, PBIS provides behavioral support when needed, and fosters a positive environment where appropriate behavior is acknowledged and rewarded.

One of the keys is to focus on prevention. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

Another key element is the analysis of discipline data. This team-based approach to data analysis allows BMS teachers and the PBIS team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students, and parents.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations (matrix)
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

The ultimate goal is to increase academic performance, decrease problem behaviors, increase safety, and establish positive school climates through research-based strategies and systems. The following pages of this section will outline behavior expectations at Beatrice Middle School.

BMS Behavior Expectations

COMMON AREAS

Be Safe

- Keep hands, feet, and objects to yourself
- Report concerns with an adult
- Be aware of others
- Use all equipment and materials safely

Be Responsible

- Go directly to your assigned destination with all required materials
- Keep all areas of campus clean
- Keep cellphones off and put them away in lockers

Be Respectful

HALLWAYS

Be Safe

- Keep hands, feet, and objects to yourself
- Walk on the right side of the hallway/stairs

Be Responsible

- Go directly to your assigned destination with all the required materials
- Walk with a purpose
- Take care of personal needs during passing periods
- Keep hallways & stairs clean

Be Respectful

- Use school appropriate language

- Follow adult directions
- Treat yourself and all school property with respect
- Use school appropriate language

- Use indoor voice level
- Greet and acknowledge greetings

BATHROOMS

Be Safe

- Use the restroom as intended
- Keep floors, walls, and stalls clean and dry

Be Responsible

- Flush the toilets/urinals after use
- Wash your hands
- Throw away all trash in the trash bin
- Report any issues or misconduct to a staff member.
- Return directly to assigned destination when finished

Be Respectful

- Respect privacy of others
- Use facilities quickly and quietly
- Treat school property with care
- Be considerate of the number of people in the bathroom at one time

CAFETERIA

Be Safe

- Sit at your assigned table until excused
- Walk in a single file line
- Keep hands, feet, and objects to yourself

Be Responsible

- Keep all your food on your plate
- Eat food and use silverware as intended
- Throw all trash away
- Put silverware and tray in the proper place
- Ask permission if you need to leave the cafeteria

Be Respectful

- Maintain inside voice level
- Follow adult directions
- Be polite to cafeteria staff
- Use school appropriate language

ARRIVAL/DISMISSAL

Be Safe

- Keep hands, feet, and objects to yourself
- Walk in and out of the building in an orderly fashion
- Go to your grade-level area immediately and stay in assigned area
- Upon arrival, sit in a seat facing forward

Be Responsible

- Have a plan to leave the property promptly
- Arrive at the west doors
- Take what you need when you leave the building

Be Respectful

- Keep phones silent and put away between 7:45 AM - 3:12 PM
- Use appropriate language under any circumstance
- Handle only your own property and belongings

HOUSE MEETING/COMPETITION

Be Safe

- Stay in the assigned area
- Keep hands, feet, and bodies to yourself
- Use equipment appropriately

Be Responsible

- Complete assigned work if ineligible
- Be a good teammate

Be Respectful

- Show good sportsmanship
- Follow directions and rules
- Listen when others are sharing

INSIDE LUNCH RECESS

Be Safe

- Keep hands, feet, and objects to yourself
- Use stairs, not bleachers
- Enter the gym through the main gym doors from

OUTSIDE LUNCH RECESS

Be Safe

- Keep hands, feet, and objects to yourself
- Stay in designated play area (Track, football). Field, or South Section of Bleachers)

the cafeteria

- Walk on your designated day in a controlled manner

Be Responsible

- Keep all food and drink in the cafeteria
- Put trash in trash cans
- Stay in your assigned section
- Alert staff if you need to leave (restroom, nurse, etc.)

Be Respectful

- Use school appropriate language
- Use a calm, inside voice

ASSEMBLIES

Be Safe

- Keep hands, feet, and objects to yourself
- Walk carefully up and down the stairs and to and from seat

Be Responsible

- Sit in assigned area, facing forward
- Stay seated, waiting quietly, for dismissal

Be Respectful

- Remain quiet and attentive during presentations or performances
- Applaud when it is appropriate
- Give attention to the presenter

CLASSROOM

Each classroom will have individualized expectations using Be Safe, Be Responsible, and Be Respectful language.

Electronic Devices

“Electronic devices,” include, but are not limited to: cell phones, mp3 players, iPods, portable game consoles, cameras, laptop computers, and other electronic or battery powered instruments which transmit voice, text or data from one person to another. Students will not be allowed to use electronic devices on school property during regular school hours, 7:50 a.m.-3:45 p.m. Electronic devices must be put away in lockers and powered off. Beatrice Middle School staff members have the authority to confiscate inappropriate electronic devices.

- 1st Offense: After school detention & confiscated device returned to student.
- 2nd Offense: After school detention & confiscated device returned to parent/guardian. Contents of electronic devices can be searched if administration has reason to believe the device contains items that are in violation of the BMS code of conduct.

Items include but are not limited to: inappropriate pictures/graphics, threats, cyber bullying, etc. Recording or taking pictures of others without their permission is forbidden.

Responsibility for Electronic Devices: Students or parent/guardians are expected to claim a confiscated electronic device

- Carefully walk up and down the stairs

Be Responsible

- Leave lunchroom items inside and outside items outside
- Listen for your teachers name to be called and return to class on time

Be Respectful

- Use school appropriate language
- Use and return any outdoor recreation equipment appropriately

TECHNOLOGY

Be Safe

- Use only your own log-in and information
- Follow Digital Citizenship guidelines

Be Responsible

- Engage in tasks directly related to classroom activities
- Carry chrome books with both hands or in its case
- Universal expectations for no gaming during study hall

Be Respectful

- Use chrome books for their intended educational purpose or class activity
- Keep chrome book clean and in good working order
- Be attentive to teacher instruction when using Chromebook

within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Lunch Detention

It is the Beatrice Middle School's intention to provide a safe and orderly lunch period. A student whose conduct violates the BMS Code of Conduct may be assigned lunch detention. Students may eat a regular school lunch or bring an appropriate lunch and drink from home. (Fast food, pop, energy drinks, etc. will not be permitted.)

Nuisance Items

Possession of nuisance items include, but are not limited to lighters, laser pointers, shockers, water guns, skateboards, hoverboards, drones, roller blades/skates, etc. These items that may potentially pose a distraction to the learning environment should not be brought to school and may be confiscated. Confiscated property must be picked up by parents/guardians. Unclaimed property will be discarded at the end of each semester.

Purses/Backpacks/Bags

All backpacks, purses, and bags will be put in lockers at the beginning of each school day and not carried to classes.

Resource Officer

Through a joint effort with the Beatrice Police Department and the Beatrice Public Schools, the Beatrice Middle School is a recipient of a School Resource Officer. Issues that arise within the school involving matters of legal or criminal nature may be addressed by the resource officer.

In-School Suspension

School officials have the option of assigning a student in-school suspension in the Alternative Learning Center (ALC) or placing them on an out-of-school suspension. If a student is assigned to the ALC room, homework will be provided for the student and a staff member will monitor the student. While in the ALC Room, the student will be expected to do their schoolwork and follow the rules of the staff member. If a student fails to follow the expectations in ALC, an out-of-school suspension may be assigned. If a student is placed on an out-of-school suspension for any behavioral infraction, homework will be provided for the student and the parent(s) will have the responsibility of monitoring the student to assure that the work is completed. A student serving an out-of-school suspension may not be on school property or attend Beatrice Public School activities/events during the time of their suspension.

Any student who is assigned to In-School Suspension/ALC for disciplinary reasons may not participate in extracurricular activities or attend Beatrice Public Schools activities for that day. If a student is serving consecutive days for a single infraction, they may not participate in a school activity or attend a Beatrice Public Schools activity if serving more than half a day (4 class periods).

The administration retains the right to issue penalties for acts of discipline not specifically stated in the Code of Conduct and to alter any penalties as they consider necessary. Types of improper behavior not listed will be dealt with on an individual basis.

General Information

Arriving at Beatrice Middle School

The Middle School provides absolutely no supervision before 8:05 A.M

All students in the building will be expected to demonstrate acceptable behavior. The following are some specific expectations:

1. Students will not be permitted in the school before 8:05 A.M. At 8:05 A.M. students are required to enter the building at their designated area.

2. At 8:05 A.M., the doors will be opened and students will report to their designated seating areas in the gym. Only those students eating breakfast should report to the cafeteria.
 - a. Breakfast will be served from 8:05-8:20 A.M. Students are to enter the building through the west doors and report directly to the cafeteria. Students are required to remain in the cafeteria until the 8:20 A.M. bell.
 - b. No outside food or beverages should be brought into the building unless it is to be consumed at lunch time or a class activity. No open containers will be allowed into the building.

After School Procedures/Bus Riders

Students who ride the bus are to do one of the following:

1. Go directly to the Cafeteria and wait for their bus.
2. Remain in a classroom with the teacher's permission.
3. If assigned 9th period, report to the designated classroom.
4. If assigned a detention, report to the office to serve detention. Detention runs from 3:30-4:00. Students will be able to make the bus if serving detention.

(Any student who is riding a school bus home after school will not be permitted to leave Beatrice Middle School property prior to boarding the bus. If a student fails to follow after school bus procedures, disciplinary actions may be enforced.)

All other students are to do one of the following:

1. Students who go home after school are to leave the building and school area immediately after school. Teachers will be monitoring the hallways immediately following the dismissal bell until the halls are cleared, encouraging students to leave the building or go to a designated area.
2. Remain in a classroom with the teacher's permission.
3. If assigned 9th period, report to the designated classroom.
4. If assigned a detention, report to the office to serve detention. Detention runs from 3:30 - 4:00. Students will exit out east doors upon completion of the detention.
5. Students who are involved in an after school activity are to report immediately to that activity and leave the school building after completion.

Behavioral Point of Contact

Beatrice Middle School has designated School Counselors Nichole Kelsey and Jill Rice as behavioral points of contact. The behavioral point of contact is responsible for coordinating access to behavioral health services for students and families and facilitating access to services during the school day in accordance with Board Policy 6930.

Bulletin

A daily bulletin is read on the intercom throughout the school building from the principal's office. The bulletin will be read to students during Mentor Period each day.

Counseling

Complete counseling services are available for all students as well as parents. Students are encouraged to visit with their counselor about any problem...social, emotional, or educational...while keeping in mind that everything that goes on in the counseling office is confidential; that is, it is between the student and his/her counselor. No one should feel bad or fearful about visiting with a counselor. A counselor does not give out discipline, but is available to provide information and to help students get better acquainted with themselves so that they are better able to cope with life's problems. However, students should not be of the opinion that the counselor can solve all of their problems; this, the student has to do himself/herself. The counselor can only help.

House System

Our House System has eight houses: Altruismo, Amistad, Reveur, Isibindi, Tiyaga, Valente, Nishtaavaan, and Tapatahi. The House System is an enrichment to our school environment in the following ways:

- **Sense of Belonging** The House System provides a sense of belonging to students. Transitioning into the Middle School can bring an influx of emotion for students, and the House System aims to provide students a

group to belong to from the first day they enter BMS. Additionally, each House has unity of purpose - to earn House Points for their "team" and win a House Championship by showing academic and behavioral successes. Students are recognized individually by their faces showing up on our TVs throughout the building when they earn points for their house and by school-wide announcements when they earn the most points for their house that week. This recognition fosters a sense of pride and unity among house members.

- **School-Wide Community** Traditionally BMS is broken up into 6th grade, 7th grade, and 8th grade and students never really interact. In the House System, students will be intermixed during house competitions and house meetings. Students will hold each other accountable to meet their house's expectations. Further, older students will be empowered to be role models for younger students and push each other toward a common goal.
- **Friendly Competition** Middle School students are competitive, so why not harness that energy into something that will positively impact our everyday activities as well? Houses will be competing with each other to earn points academically, behaviorally, and with attendance! They will also compete against each other for things like dodgeball, Minute to Win It games, spirit days, you name it! House Competitions are typically twice per month.
- **School Culture** Beatrice Middle School will embrace the motto "BMS Houses of Orange" while using the House System. This symbolizes the idea that although our students are divided into houses, we are all Orangemen and Lady Orange. Not only do we want our students to embody the character traits each house represents (integrity, perseverance, or courage to name a few) we want to ignite a sense of pride, competition, and fun while attending BMS.

Leaving the Building

A Parent/Guardian wishing to pick up their children from school must come to the office to do so. The office will call your child to the office while the parent is signing the child out.

Students leaving the building during the school day must obtain permission from the office and sign out there, stating destination and time of departure. After returning they must sign back in, noting time of return. Students failing to sign out at the office before leaving school may be counted truant and consequences will be assigned.

Library/Media Center

The library is a reading and studying room for all students. It is open from 8:20 A.M. to 3:45 P.M.

Books are loaned for a period of two weeks. Reference books may be checked out after school for overnight use and are due at the beginning of the first period the following day.

Lost and Found

All lost and found items should be taken to or claimed at the office. Most items are lost, not stolen. Keep your money with you or in your locker at all times. Do not bring large amounts of money or other valuable items to school.

School Visitors

Parents/Guardians are welcome to visit Beatrice Middle School. In order to ensure the safety of children at all times, the following procedures are in effect:

- Everyone entering the building is required to report to the office where a visitor's badge will be issued.
- Parents or Guardians wishing to visit class during instruction time should make prior arrangements with each individual teacher.
- Students from other schools will not be allowed to attend BMS classes.



Beatrice High School Addendum
2024-2025

General Information

School Building Access (Entrances/Exits)

Although the physical layout of Beatrice High School has numerous entrances, only one (1) will be available for student entry during the school day.

- Doors designated for public and/or student access are monitored by video surveillance.
- The main entrance will require students and visitors to buzz in to receive clearance from the attendance office prior to entry.
- ALL VISITORS MUST SIGN-IN AT THE ATTENDANCE OFFICE PRIOR TO CONDUCTING THEIR BUSINESS IN THE SCHOOL.
- **Students who are found to be tampering with the exit-only doors for later entrance purposes will be subject to disciplinary consequences.**

Building Entry Information

For security purposes all BHS school entry doors will be locked during the school day. The school will open for students at 8:00 a.m. Students may enter before that time if they are meeting with a teacher. The commons Area will be available for students when there is adverse weather conditions. All students are encouraged to be out of the building by 3:45 p.m.

Who is My Counselor?

Parents and students are invited to call Mrs. Prosocki or Mrs. Jones, School Counselors for Beatrice High School. (223-1517) Counselor assignments for the year are:

Last name starts with the letter -

A-L.....Kathleen Jones

M-Z.....Jennifer Prosocki

If you have a problem of any kind, feel free to go to the Student Services office and visit with your counselor. The goal of counseling is to help you understand yourself so you can learn to make better decisions about your life.

High School Fees and Material Requirements

See school Board Policy 5416

Graduation Requirements

In an effort to ensure that graduates of Beatrice High School are adequately prepared for today's society, the following graduation requirements have been established:

- To graduate from Beatrice High School, a student in the senior class will be required to earn a minimum of 260 hours of credit. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program.
- Specific department requirements include: one semester of Communication, eight semesters of English, six semesters of Mathematics, six semesters of Science, six semesters of Social Studies (including American Government and American History), two semesters of Physical Education, one semester of Health, one semester of Personal Finance, one semester of Computer Science.
- Not everyone finishes his or her coursework at the same time. As long as a student meets graduation requirements, he or she can receive a diploma. The earliest a student may graduate is at the end of seven semesters as a full time student (See procedures in the registration handbook), and the latest a student may graduate is at the age of 21.

- Unless a student is approved for early graduation, he or she must be enrolled and be in attendance as a student during their eighth semester in school. Failure to do so could prohibit the student from taking part in the graduation ceremony.

Early graduation from Beatrice High School will be made on the recommendation of the school principal, provided that application requesting to leave school early has been made during the last semester and provided the student has attended an accredited high school with the final semester's credit being earned in this school. Students must have earned the required number of total credits as well as specific department credits and have completed the final check out form.

The specific steps to follow are:

- Before November 1, arrange a conference with the counselor to discuss a mid-term request.
- Complete the application form in which the student states his/her reason for desiring to leave school early, the counselor indicates the coursework remaining and parents give their written permission to leave school at the end of first semester.
- The administration will arrange a conference with the student to discuss the application.
- During the last week of the semester, students who are approved by the principal to graduate early must pick up a final check out sheet from the counselor's office, take it to the teachers and offices indicated for final clearance, and return it to the counselor's office.
- While the diploma will be dated December of the year a student graduates, the diploma will not be issued until the graduation ceremony in May. The student will be considered an official graduate and the high school **transcript** will indicate the last day of the 1st semester as the graduation date.

The building principal will establish high school graduation procedures and ceremonies. Only those students who have successfully completed all graduation requirements as established by the Board of Education will be allowed to take part in the graduation ceremonies.

Transcripts/High School Record

Student records, test results, grades, class ranking, etc., will be forwarded to schools, colleges, universities, scholarship agencies, prospective employers and/or any other party **ONLY upon written request or permission from a parent, guardian or student.** Students should remember that they write their high school record but once and once written, that record cannot be changed. He/she should know that when securing employment, studying at a university or college, or entering the armed forces, their record follows them. In fact, a good high school record cannot be overemphasized.

The following types of information are included in student records: grades, standardized test scores, interest test reports, attendance reports, record of transcripts sent, and the registration sheet used at the time the student entered school. Such items as teacher comments, personal evaluations and disciplinary actions are not a part of the student's permanent record.

Academic Dishonesty & Integrity

Beatrice High School expects all students to maintain high standards of honesty in their academic endeavors. Academic dishonesty includes but is not limited to cheating on a test or other class work, plagiarism (the appropriation of another's work or the unacknowledged incorporation of another's work) or collusion (the unauthorized collaboration with another person in preparing work). This includes direct plagiarism from the Internet or similar electronic source. Should a student be found guilty of academic dishonesty, the student shall receive a failing grade (0%) on the work in question. If more than one student is involved, the teacher and an administrator will decide the level of involvement of all parties which could result in a lower grade or a possible "0" for all involved. Additionally, any student work that compromises the integrity of the academic content will receive a grade of "0" for all involved and the instructor holds the sole authority regarding whether to allow the student to make up the work.

Grading System

The following is the grading system at Beatrice High School:

A = 93-100 (4.0)	U = Unsatisfactory
B = 86-92% (3.0)	P = Passed

C = 78-85% (2.0)	I = Incomplete
D = 70-77% (1-0)	WP = Withdrew-Passing
F = 0-69% (0-0)	WF = Withdrew-Failing
S = Passed without credit	

These grades will be issued following each nine-week period and will indicate a composite grade earned up to that point. *Please Note:* Most classes cannot be repeated for credit or an improved grade. Be sure you are not taking the same class over again for which you would not receive credit or a grade.

AUDIT- When auditing a class, students are expected to stay current by handing in homework, taking all tests and quizzes, and being an active participant in classroom discussion. A student must also receive a satisfactory grade in order to continue on to the next level of coursework.

Extended Learning Opportunities

Beatrice High School offers a variety of opportunities for students to expand their learning by participating in Dual Credit, Early College, Internships, Work Based Learning and online enrichment. Each of these opportunities is customized for the needs of the student and aligned with State expectations.

Academic Letter

High School students may earn an Academic Letter each year. Requirements for the letter are listed below:

1. Must be a full time student enrolled in at least three core courses each semester and receive a grade point average of 3.500 or higher for that semester. Core courses that qualify are:
 - a. English: English I, English II, English III Advanced, English IV Advanced.
 - b. Science: Integrated Biology, Differentiated Chemistry, AP Chemistry, Physics, Anatomy/Phys, Botany, Zoology, AP Biology, Integrated Bioscience, Integrated Earth Science
 - c. Mathematics: Algebra 1, Geometry, Algebra 2A, Analytic Trigonometry, Calculus, Advanced Algebra
 - d. Social Studies: American Government, American History, Psychology, Sociology, World History
2. Chenille letters will be presented to those qualifying at the Scholastic Achievement Banquet.
3. Qualifications for:
 - a. 9th Grade: first semester of freshman year
 - b. 10th Grade: 2nd semester of freshman year and first semester of sophomore year
 - c. 11th Grade: 2nd semester of sophomore year and first semester of junior year
 - d. 12th Grade: 2nd semester of junior year and first semester of senior year

Class Drop and Add Information

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Student and parent input is allowed during the time in which course selections are made.

There is a designated period each semester for schedule change requests. For the first semester, this period is ten days prior to the opening of school through the first **two** school days of first semester classes. After this time, all schedule changes must have administrative approval before the schedule change can occur. Schedule changes for the second semester can occur at any time prior to the beginning of the semester. Schedule changes may be made during the **first** day of the second semester. Administrator approval is needed after that time.

- All schedule changes with the exception of student aides must be done through the Guidance Office with the counselor. After the initial drop/add period, the appropriate paperwork will be completed and a drop/add sheet will be given to the student. It is the student's responsibility to obtain the signatures of all teachers involved in the change and return the completed form to the Registrar. The Registrar must receive the completed Schedule Change form before the change will be considered complete. The student may begin attending the

new class schedule the following day. All freshmen must present proof of parental consent before they will be allowed a schedule change. A simple note or phone call to the counselor will be sufficient.

- When a student drops a class within 4 weeks of the beginning of the semester, the student will receive a grade of “WP” (withdraw passing) or “WF” (withdraw failing), whichever is appropriate. The student will receive “O” hours of credit for these marks on your transcript; however, these grades are not averaged into a student’s GPA. In order to withdraw from a class, students must be taking a full schedule, which is outlined in the BHS Registration Handbook.
- Should a student be removed from a class for disciplinary reasons or for a lack of satisfactory progress, the student will have that class recorded on his/her transcript as a mark of “F” and will receive “O” hours of credit. If the student drops a class after the fourth (4th) week of the semester, the transcript will be marked with an “F” for that class and the student will receive “O” hours of credit, which will be averaged into the GPA. A grade of “WF” or “WP” may be given in extraordinary circumstances with administrative approval.

Class Rank

Class Rank is determined by the grade point average of a full time student from the ninth grade through the end of the senior year. All courses are figured in the grade point average. Grade point average is calculated on the following four-point scale:

Grade of A = four points per credit hour
Grade of B = three points per credit hour
Grade of C = two points per credit hour

Grade of D = one point per credit hour
Grade of F = zero points per credit hour

Honor Roll

Only full time students are eligible for the honor roll. All graded classes will be considered for Honor Roll. For a student to be placed on the Honor Roll, the student must receive a grade point average of 3.50 or higher for the semester. Honor Roll students will be recognized following each 9-week grading period.

Incomplete Grades

When conditions warrant, a teacher may give an “incomplete” as a course grade, with administrative approval. Generally, any student with one or more grades of “incomplete” will have **three weeks** following the first semester to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade. Incomplete grades for the second semester will not be given without administrative approval. (When incomplete grades are the result of extended absences due to chronic illness, accidents, or health related problems, the student may appeal to the principal for an extension of the three weeks to make up the incomplete grade(s).)

Renaissance at BHS

Beatrice High School initiated the Renaissance Program in 1991 to help motivate all students to strive for excellence. Benefits of the Renaissance Program include tangible incentives and rewards for improved scholarship, attendance and maintaining academic excellence. A list of qualifications, Renaissance Business Partners, and the various incentive awards given during the previous school year are listed below. We encourage students to reap the benefits of this program by striving for academic excellence during the school year.

ACADEMIC QUALIFICATIONS FOR A RENAISSANCE CARD:

GOLD CARD - Students with a 4.0 Grade Point Average for the 1st semester

ORANGE CARD - Students with a 3.0 Grade Point Average with no D’s or F’s for the 1st semester.

WHITE CARD - Students who raised their Grade Point Average by .5 from the 1st or 2nd quarter with no D’s or F’s for the 1st semester.

ADDITIONAL CRITERIA FOR REWARDS:

Students who qualify by grade point criteria must also have exhibited exemplary attendance and discipline. To qualify for any of the awards, students must have had eight or fewer tardies and have no major discipline referrals to the principal's office for the semester the award covers.

Report Cards

Report cards are issued to the students at the end of each quarter. All of the classes in which the student is enrolled, plus the grade for each class and necessary comments are noted on the reports. This card does not need to be signed by the parents, nor is it to be returned. If an error has been made on the report card, please contact the guidance office. The school will make every effort to issue report cards within one week after the close of each of the four nine-week periods.

SNAP Alternative School

The purpose of SNAP is to provide students a supportive and flexible learning environment that maintains high achievement standards and prepares students to successfully meet the challenges and opportunities of life after high school. SNAP is designed to help students meet Beatrice High School's rigorous performance standards and to achieve all of the requirements necessary to earn a BHS diploma. All Beatrice High School students (grades 9-12) are eligible to apply.

SNAP is located in the ESU 5 building at 900 W. Court St., Beatrice NE 68310. - A.M. Session: 8:15-11:30

Miscellaneous

Tardies

Punctuality is a life skill valued by employers and society at large. BHS expects students to be on time for classes. Students are considered tardy if they arrive to first period class within 5 minutes after the tardy bell has rung. The consequence for a late arrival to all other class periods in excess of 5 minutes without a pass is the same as the consequence for an unexcused absence. If he/she has a pass from the previous period teacher, the tardy will be accepted and excused. Notes or calls from parents concerning tardiness will not be accepted. The following are regulations concerning student tardiness:

There will be 4 tardies without consequences allowed in each semester class.

- 4th tardy - call home to parent by teacher informing the parent of the future consequences.
- Tardies 5-9 - office referral, 30 minutes of detention served in 2 days
- 10th Tardy - office referral, 1 hour of detention served in 2 days
- All subsequent Tardies: Referral to office, phone call home, student in-school suspension one day.

*Failure to comply with the Tardy Policy may result in loss of credit from the class.

*Excessive tardies to 1st period may be addressed by school administration with the possibility of additional consequences.

Late Work / Make-Up Work

Students whose absence from school is excused must make up work missed in each class. Students who have been absent should see their teachers immediately upon their return to school and make up the work missed. The terms for making up the work will be determined by each teacher.

*It is the responsibility of the student to find out, upon his/her return to school, what work has been assigned.

Reporting Absences

Parents/guardians are asked to call or send a note in advance when they know a student is going to be absent from school. You may leave a message at 223-1515.

If a student is absent, the parent/guardian is requested to notify the school as early as possible. If the school has not been notified, it is the practice of the Beatrice Public Schools to attempt to contact the parent/guardian to check on the absence. In case of illness, parents/guardians are asked to call the attendance secretary. If a phone call is not possible, a note signed and dated by the parent/guardian should be turned in to the attendance office as soon as the student returns to school. If no contact is made by the parent/guardian, the absence is unexcused.

The guidelines for consequences are:

- 1st single period skip - 1-hour detention. Min. of 1-hour detention to increase with repeated offenses.
- 2 period skip - 2 hours of detention. Min. of 2 hours detention to increase with repeated offenses.
- 3 or more periods skipped - In-School Suspension.

Excessive/Unexcused Absences Procedure and Notification

- All students who are not excused from a class period will have a parent/guardian notified on a daily basis.
- Parents will have 48 hours to excuse the absence by making a phone call to the school and providing supporting documentation to verify the unexcused absence. **After 48 hours, the absence will remain not excused.**

Excessive Absenteeism

Students who accumulate five (5) absences in a quarter which are Excused/Unexcused (Not a School Activity) shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis. When a student has excessive absences, school officials will have verbal or written communication with the parent or guardian.

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

1. The physical, mental, or behavioral health of the child;
2. Educational counseling;
3. Educational evaluation;
4. Referral to community agencies for economic services;
5. Family or individual counseling; and
6. 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 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 having control of 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 in the year. The school shall notify the child’s family in writing prior to making the referral 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.

Signing Out of School

1. Students who become ill at school are to go to the school nurse to receive permission to go home.

2. In the case of an accident or an emergency illness and the parent/guardian cannot be contacted, a school employee may arrange medical assistance for the student.
3. Once on school grounds, any student who leaves school grounds without following proper checkout procedures will be given a consequence similar to consequences given for skipping school. These checkout procedures include verified parent/guardian/emergency contact permission, PRIOR to leaving the building or school grounds.
4. School-To-Career students are also required to sign out at the high school office and exit through the main doors.

Closed Campus

If a parent wants to take his/her child out to lunch, the parent must come to the school, physically sign out the child, return within the 30-minute time constraint and physically sign the child back in. If not, the student will be counted as unexcused.

Commons / Cafeteria Rules

1. Students are not allowed to sit, stand or walk on tables or chairs.
2. Students are not allowed to throw food or any objects and are expected to put all trays, trash, and food scraps in their proper places once the student has eaten.
3. Students should not break in line.
4. Students are expected to use only appropriate language.
5. Students should remain in the Commons Area during breakfast and lunch and are not allowed in the hallways without permission.
6. If students need to leave campus during lunch, they need to follow checkout procedures at the office.
7. If outside food is ordered and/or delivered, it is to be eaten in the office or library.

Dance/Student Activities

Beatrice High School staff members will supervise all dances and other activities. If a group or organization wishes to have a dance, they must first clear it with the building principal and then find an open date on the school calendar. Additional regulations are:

1. Once students enter the activity, they are not to leave unless leaving for the evening.
2. High school dances are open only to currently enrolled Beatrice High School students. Individuals who are recent graduates (2 or fewer years) are invited to attend the Homecoming dance in the fall. When dances other than Homecoming are open to non-BHS students, guests will be required to register as dates and are subject to the same rules as students.
3. Students excluded from school activities for behavior may be excluded from events.
4. Violation of any of the above rules may result in suspension from school and from attending or participating in other school activities.
5. All school rules also apply to any school activity.
6. A Breathalyzer may be used at any dance as a requirement for admission

Detention

Detentions assigned by classroom teachers are to be served with the classroom teacher in their classrooms. Failure to do so will result in an office referral. A detention room has been established to facilitate students assigned detentions by administration in room 119. If an administration-assigned detention is not served during the assigned time period, In-School Suspension will be assigned.

Displays of Affection

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Disciplinary steps will be taken to enforce this guideline.

Lockers

Each student may be issued a school locker for which he/she is responsible. Lockers are the property of the school district and are made available to students for their convenience. The school can assume no responsibility for articles lost or stolen. Students will not trade lockers with other students. It is the student's responsibility to see that the locker is kept closed, neat and orderly. These lockers remain the property of the school; therefore, they may be examined by the principal or his representatives at any time. Periodic locker checks may be conducted throughout the school year to verify that lockers are clean, neat and in good repair. Students are responsible for any damages to their lockers during the school year and will pay for the cost of repair. The student must clean the student's locker before the student's records are released.

Military Recruiter & College Visitation Procedures

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

1. Visitation dates and times must be cleared through the Guidance Office.
2. Students who wish to see a college or military recruiter must sign up in advance in the Guidance Office before they will be allowed to visit with the recruiter.
3. Students will be given a pass out of class if they have signed up in advance. Students are not allowed out of class if they do not have a pass.
4. No students will be allowed to miss more than one class.
5. Recruiters who arrive without advance notification will not be allowed to visit with students.

Parking Lot Procedures / Rules

1. Student parking will be the north blacktop parking lot. Students may only park in this parking area and are required to display a numbered parking sticker. These stickers are available in the main office. The sticker should be displayed in the rear window of the vehicle.
2. The parking lot is OFF LIMITS during the school day. If students need to leave the school building and return to the parking lot for any reason, they are to follow checkout procedures in the office. Students in the parking lot without permission will be assigned an unexcused absence.
3. Students are expected to:
 - a. Park straight between the lines and not take more than one parking space.
 - b. Students are not to park in designated (White colored painted curb) faculty parking spots. Failure to comply may result in parking privileges being restricted, a \$10 fine, and/or being towed.
4. If any student drives recklessly on school grounds or while approaching or leaving school grounds, parking privileges may be restricted or terminated and the incident may also be reported to the authorities.
5. Students are further cautioned that unauthorized visitors (those who do not have permission from the administration) on campus are trespassing.
6. Students with vehicles on school grounds may be asked to remove inappropriate or offensive flags, window chalk, stickers, or other displayed items.
7. Painted parking spots are reserved for the student assigned to them during the school day.

Personal Electronic Devices

Personal Electronic Devices (PEDs) include but are not limited to cell phones, smart watches, iPods, earbuds, electronic games, cameras, etc.

PEDs will not be used in the classroom or assemblies without teacher/guest speaker approval.

Due to the distracting nature of phones and the research that shows a decline of mental health with the prolonged use of social media and cell phones, cell phones are to be placed in a designated location provided by the teacher at the start of each class. Refusal to place a cell phone in the teacher assigned designated location will result in an office referral for insubordination.

During class time, cell phones, earbuds or headphones are not allowed, unless the classroom teacher grants student permission.

During class time, students using watches as a connection to their cell phones will be in violation of the Personal Electronic Device Procedure.

Students will not be allowed to take cell phones out of the classroom during class time.

Non-approved use of PEDs that violate the BHS Code of Conduct during class time will result in:

1st Offense – Confiscation of phone/watch/etc for one entire school day and returned to the student at end of school day.

2nd Offense – Confiscation of phone/watch/etc for remainder of the day and returned to student parent/guardian at end of school day. Three additional school days of no devices will be assigned and student must turn in the device to the office the morning of the three additional school days.

3rd Offense – Confiscation of phone/watch/etc for the remainder of day and returned to student/parent guardian at end of school day. Five additional school days of no devices will be assigned with administrative ability to assign in School Suspension or other school consequences.

If the student refuses to comply with these violation options, Out-of-School suspension may be issued.

Appropriate Use – While students are allowed to use PEDs in the lunchroom and hallways, they are not allowed to use them in any manner that would violate the BHS Code of Conduct.

Assumed Privacy – Cell phones and other PEDs that can record or take images are not allowed to be out at any time in restrooms, locker rooms, or other places where privacy may be expected. Failure to comply with this directive will result in immediate search by administration of the electronic device.

Search – Contents of PEDs can be searched if administration has reason to believe the device contains items that are in violation of BHS Code of Conduct. Items include but are not limited to: inappropriate pictures/graphics, threats, cyber bullying, etc. Consequences for violation of the Code of Conduct may range from confiscation of the device to involvement with law enforcement.

Release of Liability – Students that bring PEDs to school understand that they are responsible for the device. The district is not responsible for the security of the PEDs and is not financially or otherwise to be held liable for damage, destruction, or loss. The school may dispose of any PEDs that are unclaimed by the end of each semester.

Reports to Law Enforcement

The high school administration will notify as soon as possible the appropriate law enforcement authorities when a student's conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment or when the principal or principal's designee knows or suspects a student is in violation of the Nebraska criminal code.

Scope of the BHS Code of Conduct

The BHS code of conduct addresses incidents that occur on school property, in a vehicle owned, leased, or contracted by a school, being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. The scope of the BHS code of conduct also addresses charges of sexual assault, which occur on school grounds or off school grounds and not at a school activity. The scope of the BHS code of conduct additionally addresses electronic communication outside of school and outside of regular school hours that cause a substantial disruption to the educational process.

Search Policy and Procedures

Locker Searches

School lockers are the property of Beatrice Public Schools. At no time does the Beatrice school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Student Searches

If a school administrator has reasonable suspicion that a student is in possession of an item prohibited by school policy, the student may be subject to a search. This search may include, but is not limited to, the student, coat or jacket, book-bag, purse, duffel bag, or automobile (if parked on school property). Refusal to comply with the request to search will result in insubordination.

Police Service Dog Guidelines/Procedures

There may be occasions during the year in which a safety and security drill is implemented. At this time, a Police Service Dog may be led through the hallways to check lockers and the book-bags and similar items. A Police Service Dog may be assigned to the SRO and be present in the building various times of the day. The Police Service Dog may be deployed for the detection of illegal contraband at the discretion of administration.

1. School administrators must designate a row, hallway, or area of lockers to be checked by the Police Service Dogs. The Police Service Dog will not check specific individual lockers. The Police Service Dog will check as many lockers as possible, at the discretion of the Handler.
2. If a Police Service Dog alerts to the presence of the odor of drugs near any locker, that locker, and all lockers within one meter to either side of that locker will be opened and searched.
3. The Police Service Dog Handler or other assisting officers will seize all contraband found. Upon completion of the inspection, the Handler will be provided an office or some suitable space. School administrators will bring students assigned lockers, which contain contraband, to the Handler, who will issue enforcement activity, or make a custodial arrest if the offense constitutes a misdemeanor or felony.
4. School administration will address the situation according to the BHS Code of Conduct.
5. Police Service Dogs will only participate in parking lot vehicle searches at the discretion of the Handler.

Sexting

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

1. Displays sexual content as defined at Neb. Rev. Stat. § 28-1463.02; or
2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
3. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Students who receive a “sexting” message are to report the matter to a school administrator. Students shall not participate in “sexting” or have any “sexting” message on their electronic devices regardless of when the message was received. Students who violate the prohibitions of this policy shall be subject to the imposition of any appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

1. Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
2. Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

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

Sexual Harassment Policy

It is the policy of the Beatrice Public Schools that the learning environment of its students shall be free from sexual harassment. It is a violation of this policy for any student to harass another student or staff member by making any unwelcome verbal or physical sexual advances or other inappropriate verbal or physical conduct. Activities prescribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching, or any suggestion of sexual involvement which carries with it any implied or explicit threat. Anyone posing said claim of sexual harassment may inform the BPS Title IX Coordinator. Violation of this policy will result in disciplinary action against any student in violation according to the Beatrice High School Code of Conduct. The superintendent shall promulgate Rules and Regulations to carry out the provisions of this policy, which shall be reviewed annually by the Board of Education.

Sexual Assaults Occurring Off School Grounds

A student may be suspended (short-term or long term), expelled, or mandatory reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision, sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second, or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

Student Grievance

If a student has a claim based upon an event or condition which alleges that school policy, procedure, or practice denies a student of the right to which he/she is entitled, the student shall first discuss the matter with the building principal or immediate supervisor in an effort to resolve the problem. If the aggrieved person is not satisfied with the results of this step, he/she may submit the claim as a formal grievance in writing within ten days. A complete set of grievance procedures and forms may be requested from either the principal or counselor.

Student Legal Name

All permanent records that are maintained by the Beatrice Public Schools must reflect the legal name of the student.

Student / Parental Concerns

Any person - wishing to visit with the school concerning a problem with a teacher and/or school should:

1. Contact the teacher involved with the problem to find a solution.
2. Contact a principal if the problem was not solved to your satisfaction.
3. Contact the superintendent if the problem was not solved to your satisfaction.
4. Contact the Board of Education through the District Office if the problem was not solved to your satisfaction.

School Resource Officer

Through a joint effort with the Beatrice Police Department and the Beatrice Public Schools, the Beatrice High School is a recipient of a School Resource Officer. The Resource Officer may address issues that arise within the secondary school involving matters of legal nature. The school Resource Officer may be accompanied by a community resource dog.

Video Surveillance Information

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law

enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Visitors

1. Parents are welcome at Beatrice High, an appointment must be made to see a teacher or visit a classroom.
2. All visitors must report to the office first to receive a visitor's pass.
3. Students who wish to bring other students to class may do so only under the following circumstances:
 - a. Students ask and are granted prior permission from the high school principal.
 - b. A visitor's pass is obtained from the office.
 - c. Any teacher may refuse to admit a student visitor.
 - d. Visitor passes will not be issued during semester and testing days or at any other time the principal deems it inappropriate.
 - e. An administrator may revoke a visitor's pass at any time.

Secondary Activities Handbook



2024-2025

The Beatrice Public school district does not discriminate on the basis of sex, disability, race, color, religion, age, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and designated youth groups.

Athletics and Activities at BHS

Absences from School

A student who is absent from school because of participation in an approved co-curricular activity program will be marked absent from school during the time of participation with a designation of SA (Student Activity). This absence will not count against a student's attendance limit of ten absences per semester.

Activity Admission Prices

Adult and student prices are as follows:

Music Events, School Play	Free will donation
School Musical (No Passes)	\$10 Adults - \$5 Students
Varsity Events	\$6 Adults - \$5 students
Lower Level Only	\$5 Adults - \$4 Students
Tournaments	\$7 Adults - \$6 Students

Activity Fee

A one time Activity Fee for athletics, forensics, play production and cooperative swimming/diving is required of all participants before they will be allowed to compete during the current school year. There is a maximum amount a student and/or family will pay per school year. Students may apply for an Activity Fee waiver using the same form and procedure as is required for any other student fees waiver. A student may also apply for a refund of the Activity Fee. Refunds after a season has begun will be prorated; with no refund being allowed after 80% of the season has passed. Quitting or suspensions from a squad are not considered valid reasons for a refund of Activity Fees.

Activity Guidelines

1. School social activities are defined as those that include a dance, banquet, picnic or a party sponsored by a school organization.
2. Each class or school organization may sponsor one social activity each semester, but eligibility for sponsorship is not cumulative from one semester to the next. The one social activity may be limited to the organization or it may be open to the entire student body. Any variation from this rule must be approved by the Administration.
3. All social activities must be held in the school building under faculty supervision unless otherwise approved by Administration.
4. Social activities shall be scheduled on non-school nights whenever possible. Social activities shall end by 12:00 a.m. on Fridays and Saturdays and by 10:00 p.m. on weeknights. (The exception to this rule is a dance held after an activity such as a football game on Friday or Saturday night can be extended to 1:00 a.m.)
5. The master activities calendar will be kept. All social activities must be cleared with the Administration and should be placed on this calendar.

Activity Passes

Activity passes are sold at the beginning of each school year. These passes entitle the student to attend all home athletic games, all school plays, band, orchestra, and vocal programs. Purchasing an activity pass can make a considerable savings. The price of the activity pass is **\$25.00**. Lost passes may be replaced for \$2.00. A student using an activity pass that does not belong to them will be turned over to the administration. The pass will be destroyed and both parties will be required to purchase a new activity pass. An adult activity pass is available at a cost of **\$100.00**. A family activity pass is available for married couples/single parents and their children. The family pass includes adult passes and student passes for student family members. The family pass is sold for **\$200.00**. These activity passes are good for admission to all school activities except Trailblazer and NSAA sponsored activities.

Activity/Athletic Rules and Consequences

Beatrice students involved in athletics or activities must adhere to all school policies in order to take part in extracurricular activities during the particular season during the school year. Student use, possession, distribution, or sale of alcohol, tobacco, narcotics, other drugs, “look-alike” drugs, steroids, or drug paraphernalia is prohibited. If a student involved in athletics or activities listed hereinafter is either determined to be in violation of school policy (5103) or is charged with a crime or offense by a prosecutor relating to the use, possession, distribution or sale of alcohol, tobacco, narcotics, other drugs, “look-alike” drugs, anabolic steroids, or drug paraphernalia, the following additional rules shall be applicable:

CONSEQUENCES

1. **FIRST OFFENSE:** The first offense will result in the forfeiture of participation, or public performance, in activities for three (3) calendar weeks from the time of reporting to school personnel. Students may have the suspension reduced by one week, to two (2) calendar weeks, if they self-report the violation immediately (the next available school day). Students will be ineligible for a minimum of one (1) contest at their participation level if there is no forfeiture of participation during the suspension. **One contest is equal to one day’s events.** If the student is not participating at the time of the incident the penalty will carry over to the next season, during that school year, and the minimum penalty of one (1) contest will apply to participation. A student must complete the season for the serving of a suspension to fulfill the requirement. Students will be ineligible to **participate** in activity performances, contests, competitions, early dismissals, public performances, and visitations, but not from practices and/or classes within the school day. Students will not be allowed to suit up or dress out for contests, but may accompany a team, with the coaches/sponsors permission.
2. **SECOND OFFENSE:** The second offense will result in the forfeiture of participation, or public performance, in activities for six (6) calendar weeks from the time of reporting to school personnel. Students may have the suspension reduced to five (5) weeks by self-reporting the violation. Students will be ineligible for a minimum of three (3) contests at their participation level if there is no forfeiture of participation during the suspension. If the student is not participating at the time of the incident the penalty will carry over to the next season, during that school year, and the minimum penalty of three (3) contests will apply to participation. A student must complete the season for the serving of a suspension to fulfill the requirement.
3. **THIRD OFFENSE:** The third offense will result in the forfeiture of participation, or public performance, in activities for the remainder of the school year.

Addressing Concerns

Parents and students may have questions or concerns that may arise during the season. We stress open communication of these concerns, as long as they follow the appropriate channels. Should a question or concern arise, the following steps are to be taken in this order:

1. The student should communicate with his/her coach or sponsor.
2. The parent/guardian may call the school to set up an appointment with the coach/sponsor. Please do not attempt to contact the coach before or after a practice or contest as the coach's first priority is to be with the students.
3. Call and set up an appointment with the assistant principal for Activities. At this meeting, the appropriate next steps can be determined.

Attendance on Days of Activities

Students who are participating in the activity program are not allowed to practice, perform, or compete on the same day they are absent from school for **illness or truancy**. If a student is **ill** he/she must be in attendance the last two periods of the day or the two periods preceding the activity in order to participate. If a student is **truant** he/she will not be allowed to compete or practice on that same school day. If the absence is not discovered until the following day, the consequence will be the same as it would have been, had the truancy been found on the day it occurred. The High School Administration shall make the final decision in any exceptional case.

Church Night and Sundays

The policy of the Board of Education states: "There will be no activities scheduled (practice included) on Wednesday evening." (6:15 p.m.) Exception: When an athletic team is required to play in conference, district, or tournament competition. The policy further states, "There will be no activities scheduled on Sunday." Exception: When a team is required to play on Monday, (Varsity level) practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the Activities Director. In addition, the school wishes to work cooperatively with the churches of the community and will make every effort to stay away from scheduling other activities on either Wednesday evenings or Sundays.

Citizenship

Suspensions of one to six weeks may be imposed by the Coach/Sponsor and High School Administration, for acts of poor citizenship that are detrimental to the image of Beatrice Public Schools. Students who participate in school-sponsored team/group activities (such as team camps, Homestead Days activities, etc...) in the **summer** when school is not in session are accountable to the BHS citizenship guidelines, and are subject to penalties for violations of student conduct.

Concussions

Beatrice High School recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. Therefore, Beatrice High School has adopted the following policy to support the proper evaluation and management of head injuries.

A concussion is a mild traumatic brain injury. A concussion occurs when normal brain functioning is disrupted by a blow or a jolt to the head. Recovery from one concussion to another will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

Any student exhibiting signs, symptoms or behaviors associated with a possible concussion while participating in a school-sponsored class, extracurricular activity, or interscholastic athletic activity will be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The School Nurse or Certified Athletic Trainer will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the school expects the parent, legal guardian or student to report the condition to the School Nurse or Certified Athletic Trainer so that the school can support the appropriate management of the condition.

Return to Learn(RTL)

Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects because of the injury. Memory, attention span, concentration, and speed of processing significantly impacts learning. Further, exposing the concussed student to the stimulating school environment may exacerbate symptoms and delay the resolution of the symptoms needed for recovery. Accordingly, consideration of the cognitive effects of return to the classroom is also an important part of the treatment of concussions and head injuries.

When a concussion is reported to the School Nurse or Certified Athletic Trainer the School's Concussion Management Team will work together to notify the student's teachers and alert them of the current accommodations for the student. Our standard return to learn outline is as follows:

- Week 1 – 30 minutes of screen time per class, have guided/fillable notes and delay tests for 1 week if needed, and homework can't be completed by the end of the class (allow until the next day).
- Week 2 – Tests can be conducted with an extra 30 minutes (if needed). After the two weeks have passed from the concussion date the student is expected to have 100% classroom involvement.

Concussions vary from student to student and the school acknowledges that the recovery time may need to be adjusted. The student needs to inform the School Nurse or the Certified Athletic Trainer on how they are doing and whether they need additional accommodations during their time with a concussion.

Return to Play(RTP)

Return to play following a concussion involves a stepwise progression once the individual is symptom free and passes a post-injury Impact Concussion Test that compares to their baseline values. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance.

- Stage 1- light aerobic exercise such as riding a stationary bike or jogging for 15 minutes. If tolerated without return of symptoms over a 24-hour period proceed to;
- Stage 2- aerobic exercises and sport specific exercise such as riding a stationary bike or jogging at a faster pace for 15 minutes and include some individual drills specific to each sport. If tolerated without return of symptoms over a 24-hour period proceed to;
- Stage 3- sport-specific activity, non-contact drills. During this stage the student will complete drills specific to their sport, but have no contact from other individuals or objects. If tolerated without return of symptoms over a 24-hour period proceed to;
- Stage 4- Return to full activities with no restrictions.

Eligibility

All participants must have passed 20 credit hours of classes (NSAA Regulated) the previous semester to be eligible to participate in varsity events. Also, the student must be enrolled in at least 20 hours and regular in attendance according to the attendance policy. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters.

- A student is ineligible if he/she is 19 years of age before September 1 of the school year.
- A student is ineligible if he/she is not enrolled by the 11th day of the school year. (varsity competition)
- A student is ineligible if he/she participates in any athletic contest other than as a representative of Beatrice Schools during the season of the sport involved.
- A student is ineligible if he/she has changed schools without his/her parents changing residence.

Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.

You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor. If you have additional questions, please contact the High School Administration.

Eligibility Procedures

Activity Eligibility Policy

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) be registered for 5 credit hours per semester and (3) have not less than a 70% grade in two or more classes for a period of two consecutive weeks to remain eligible to participate in any portion of the activities program. Ineligibility is based on a week from Monday through Sunday of the following week. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Eligibility reports will be distributed every Friday morning starting the third week of the semester. Students in activities will be notified the first week that they are failing two or more classes and will have an email sent home stating that they have one week to bring their grade to over 70%.

If they are on the ineligible list the following Friday (2nd consecutive week) they will be notified that they are ineligible from the following Monday through Sunday and parents will be notified via an email.

Students deemed ineligible may not participate in performances and competition during their ineligibility unless it is:

- A. Instructional field trip which are part of the scheduled course learning experience
- B. Home activities or events which are part of the student's grade requirement.

Insurance

Beatrice Public Schools DOES NOT carry health or accident insurance for individuals. It is recommended that students who expect to participate in athletics carry health and accident insurance. The option of purchasing insurance coverage will be made available to all students.

Lettering

Each time an individual letters they will be awarded a letter certificate by the coach or sponsor of the sport or activity. In addition to athletic letters, students may also letter in music and cheerleading. The first time that an individual letters in a sport or activity the standard chenille letter representative of athletics or activity will be awarded by the coach or sponsor to that individual. All lettering requirements for each sport or activity are determined by the coach/sponsor and will be presented to all students when they report to each respective sport or activity at the beginning of the school year or season.

Out-of-Town Activities

All students who are participating in an out-of-town school sponsored event will under the following procedures:

1. Students will not be allowed to drive to events in their own car or ride with another student. Team members will travel to and from contests as a unit.
2. In the event a parent or guardian wishes to take the participant after the activity has concluded for purposes of continuing a trip or returning home, they shall request permission by signing the release form at the event.
3. Students not following this policy may be suspended from their activity for a period of time determined by the Coach/Sponsor and High School Administration.
4. In the event of a student's participation in two school activities on the same day, prior High School Administration approval may be granted for transportation purposes.

Participation

A boy or girl who is a member of a Beatrice High School athletic squad may not participate in an organized athletic competition in the same sport, in school or out of school; during the sport season he/she is a member of the BHS interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as participation is concerned, to the Beatrice High School squad of which they are a member, and to the school's coaches who are responsible for the athlete's development and performance. This policy is not intended to restrict casual or recreational activities.

Physicals

Each student who expects to participate in athletic practices or contests will be required to have a physical taken (dated May 1st or later) and a form signed by their doctor once per year before actual participation. These should be presented to the activities secretary and will be kept on file with the school. Physicals are required of participants in all school sponsored athletic teams and also of participants in cheerleading and dance teams.

Practice Starting Time, Dismissal and Length

All starting times of practices will be designated by the individual coach and the Activities Director. These practices should not start until 3:45 p.m. unless the coach has received approval by the athletic director. A team member is not allowed to practice if he/she is not in attendance the last three periods of the school day. A school sponsored activity, doctor/dental appointments, and other reasons approved by the administration are exceptions. If an athlete is unable to attend practice, he/she should contact the coach before practice begins. Most regular season practices should be completed within two hours after they begin.

Pre-Practice Requirements

All athletes must meet the following requirements before they start practice:

1. Provide a medical physical sheet to the activities secretary via the Rank One App.
2. Provide the following to the activities secretary via the Rank One App.:
 - a. Parental/Guardian permission to participate in the sport
 - b. Parental/Guardian agreement to athletic guidelines
 - c. Parental/Guardian signature regarding insurance
 - d. Athlete's agreement to athletic guidelines
3. Payment of the Activity Fee before students will be allowed to compete.

Sportsmanship at Athletic Events

By your attendance at an athletic event during the school year you are expected to positively represent Beatrice High School and yourself. It is understood that the following expectations will be followed:

1. No use of alcohol, tobacco, or other drugs.
2. No profanity.
3. No chants directed at a player, coach or official that is racial, ethnic, or sexist in nature, or that degrades any of the above by chanting their name or constantly mocking an individual.
4. Show respect during player introductions (i.e. Not turning backs on opposing teams, use of newspapers). Follow the direction of cheerleaders.
5. No threats or obscene gestures directed at opposing players or fans.
6. No demeaning comments directed at opponents.
7. No signs or dress that is negative, demeaning or that projects an image that is not positive.
8. To be positive regarding the play and actions of BHS coaches and players.
9. Other comments and cheers that are deemed inappropriate during the season.
10. Be a positive role model for the rest of the student body and cheering section.

Training Room

Beatrice High School has one Head Certified Athletic Trainer who coordinates our sports medicine program. The primary responsibility is the prevention and care of school-related athletic injuries. Injuries resulting from participating in non-school activities should be referred to their personal physician. Some of the areas in which the Athletic Trainer is proficient are:

Emergency procedures	Use of therapeutic modalities
Evaluation of injuries	Nutrition
Treatment of injuries	Protective equipment
Injury rehabilitation	Conditioning techniques
Exercise prescription	Concussions

In the event that an athlete is injured, the athletic trainer or coach will administer emergency first aid if needed. Every effort will be made to contact the parent/guardian as soon as possible following an injury. All injuries should be reported to a coach immediately, who will in turn contact the Athletic Trainer for diagnosis. A decision will then be made as to the next course of action.

It is understood that any violation of these sportsmanship expectations may result in forfeiture of your ability to attend Beatrice High School athletic contests.

Beatrice Public Schools Code of Conduct Policy 5103

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Beatrice Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Athletic/Activity events shall be defined as any activity involving students of the Beatrice Public Schools, outside the established academic program, at which public attendance is encouraged, or involves students from other schools. Athletic/Activity events include, but are not limited to, athletics, music, dramatics, forensics, cheerleading, dance team, clubs, etc.

The application of these rules and regulations shall be initiated on the first day of school, or the first day in which practice for, or participation in, any activity is held, whichever is earlier. Those students involved in Athletic/Activity events may be

expected to participate in/or attend all practice sessions during the time of suspension and may also be required to attend their scheduled activity. The student will be suspended from activities currently in season, or the next extracurricular activity if not involved in an activity when the violation occurs. Students who decide to participate in an activity that they normally would not have participated in, simply to get their suspension completed, must finish that entire season in good standing. If the student does not finish that season, the suspension will carry over to the next season.

THIS RULE APPLIES TO THE ENTIRE SCHOOL YEAR AND ANY ATHLETIC/ACTIVITY EVENT, WHICH OCCURS PRIOR TO OR AFTER THAT YEAR. CONSEQUENCES SHALL BE CUMULATIVE GRADES 9-12 REGARDLESS OF ATTENDANCE CENTER. VIOLATIONS OF THE ALCOHOL/DRUG POLICY AND INAPPROPRIATE ACTION POLICY ARE CUMULATIVE AND WILL PLACE THE INDIVIDUAL ON THE NEXT STEP. THE POSSESSION OR USE OF ALCOHOL AND DRUGS AT SCHOOL WILL RESULT IN CONTACT WITH LOCAL AUTHORITIES.

Beatrice Public Schools reserves the right to suspend extracurricular activities for any student at Beatrice High School where administration deems as the appropriate consequence for failure to adhere to all adopted student code of conduct policies.

Title IX – Procedure for Complaints of Sexual Harassment

Complaint Procedure - Generally

Reporting Procedures: All employees are responsible for helping to prevent sexual harassment.

Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending the person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

TITLE IX COORDINATOR CONTACT INFORMATION:

Jackie Nielsen, Assistant Superintendent
Beatrice Public Schools
320 N 5th St.
Beatrice, NE 68310
(402) 223-1500
jnielsen@bpsnebr.org

Notice of Non-discrimination:

The Beatrice Public school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Beatrice Public school district does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX, Title II, Title VI; Section 504
Jackie Nielsen, Assistant Superintendent
320 North 5th Street
Beatrice, Ne. 68310
402-223-1500
jnielsen@bpsnebr.org

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

To be completed for students participating in any NSAA activities.

Student and Parent Consent Form

School Year: 20_____-20_____

Member School: _____

Name of Student: _____

Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic and activity participation; (b) participation in any activity may involve injury or illness of some type; (c) 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, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; (d) the severity of an illness, including contagious diseases such as the COVID-19 virus, and bacterial infections may be so severe as to result in disability and death; and, (e) even with the best supervision, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA Bylaws and rules interpretations for participation in NSAA sponsored athletic and/or activities, and the athletic and activities rules of the NSAA member school for which the Student is participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the Student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and athletics, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.
- (5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any injury or illness that occurs during the Student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the Student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.
- (6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities.

Name of Student [Print Name] Student Signature Date

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____ [insert Student name] to practice and compete for the above named high school in activities approved by the NSAA,

except those crossed out below:

Baseball	Basketball	Bowling	Cross Country	Debate	Football	Golf
Journalism	Music	Play Production	Soccer	Softball	Speech	Swim/Dive
Tennis	Track & Field	Unified Bowling	Unified Track & Field	Volleyball	Wrestling	

Parent(s)/Guardian Printed Name(s)*	Parent(s)/Guardian Signature(s)	Date of Signature

*Both Mother and Father must sign, unless parents are divorced, the custodial parent must sign, or if the Student is not living with parents, the Student's legal guardian
Revised September 2021



TRANSPORTATION HANDBOOK

2024-2025

[Transportation Manual-English Version](#)
[Transportation Manual-Spanish Version](#)