

**TRI COUNTY
JR.-SR. HIGH SCHOOL
"HOME OF THE TROJANS"
72520 – Highway #103
DeWitt, NE 68341
(402)683-2015 or (402)656-4035
<http://www.tricountyschools.org>**



**2011 - 2012
STUDENT HANDBOOK**

Welcome to another year of OPPORTUNITY. We want you to enjoy your time spent here, and we hope that you will profit from it. Please remember that for the welfare of all students, teachers, and others concerned a school organization must have rules and regulations so that it can function properly and efficiently.

Your life here will be as you make it. It will be enjoyable for some and an imposition for others. Your teachers are guides to help you with reasonable requests and needed assistance. You only have to ask a teacher and he / she should be most willing to offer you the proper assistance.

This is YOUR SCHOOL and YOU are ever to be PROUD of it. BE PROUD of it and EVER REMEMBER that it belongs to you, your parents and the other patrons of the district who have contributed in taxes to provide an opportunity for your education.

This handbook is intended to be used by students, parents, and staff members as a guide to the rules, regulations and general information about Tri County Public Schools. Students must review this handbook and are responsible for the information contained in it. Parents should also review this handbook with their students and assist students in following the rules it contains.

Although the information found in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation and is not a "contract" with the school district. The administration reserves the right to make decisions about individual situations as necessary and may revise the rules contained in this handbook at any time.

We wish you a very gratifying and pleasant school year.

Russell Finken
Superintendent

Matt Uher
Secondary Principal / Athletic Director

STUDENT HANDBOOK SIGNATURE FORM

We

_____ (parent/guardian signature)
signature)

_____ (parent/guardian

being the parents or guardian of _____ do
hereby acknowledge (student's name)

with our signature that we have the Student Handbook which contains the
governance
information for students in attendance at Tri County Junior-Senior High School.

I acknowledge with my signature that I have received the Student Handbook
which contains governance information for students in attendance at Tri County
Junior-Senior High School.

(grade)

(student signature)

(This form must be signed by parent/parents and student and returned to the
Principal's office by August 24, 2011.)

REFERENCE: SCHOOL YEAR 2011 - 2012
(A separate form is required for each student.)

**BOARD OF EDUCATION POLICIES MANUAL
TRI COUNTY SCHOOLS
JEFFERSON COUNTY SCHOOL DISTRICT #300
DEWITT, NEBRASKA**

PHILOSOPHY OF THE SCHOOL

PURPOSE AND GOALS

The Tri County Schools has as its main purpose the providing of maximum educational opportunity for each child within the limits of his/her own capacity. It is felt that each child should be provided with mental and physical skills which will enable him/her to reach his/her own highest educational level and prepare for a productive adult life in an ever-changing world.

Tri County Schools believes that the social, intellectual, emotional and physical requirements of the individual student should be provided for in an instructional program that is an interrelated, continuous process which is flexible in design.

Tri County Schools believes in the importance of creating a learning climate which develops positive self-images and instills a sense of mutual trust and respect among faculty and students; and maintaining a facility that is conducive to instruction and learning, as well as being aesthetically pleasing.

Tri County Schools recognizes the need to maintain a support staff which positively aids the instructional staff in establishing the proper learning climate for students.

Tri County Schools promotes the fostering of good citizenship, leadership, and self-discipline through its extra-curricular programs.

The Board of Education and Administration of Tri County Schools conducts the business of the district in an effort to provide quality education within reasonable cost while striving to obtain the best school system.

Revised: January 14, 1979

Revised: December 8, 1986

TRI COUNTY SCHOOLS MISSION STATEMENT

Tri County Schools promotes a community of motivated, responsible, productive, and continuous learners.

TRI COUNTY SCHOOLS MOTTO:

C4: Cooperate, Compete, Create, and Collaborate.

TRI COUNTY SCHOOLS BELIEF STATEMENTS

Tri County Schools believe that all students will:

1. understand that learning is a lifelong process and know that they can and will learn.
2. be given the opportunity to develop academic and vocational skills, develop cultural awareness and tolerance towards others, experience the fine arts, and learn the importance of being physically fit.
3. exhibit a positive attitude and take pride in their accomplishments to enhance their opportunity for success in school.
4. learn to be accountable for their actions by observing positive examples set by school, family, and community.
5. understand that learning is enhanced through high expectations, clear goals, positive feedback and encouragement, positive role models, and a safe environment.
6. develop critical thinking skills necessary to live in a changing world through curriculum and instruction that integrates current research and technology.
7. develop strong leadership skills through effective decision making, problem solving and communication.
8. receive support from school, parents, and community to enhance their educational experience.

Revised: October, 2002

NONDISCRIMINATION STATEMENT:

Tri County Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning Tri County Public School's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Russell Finken in writing at 72520 Highway #103, DeWitt, Nebraska 68341 or by telephone at (402) 683-2037. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

NOTICE OF PARENTAL RIGHTS PURSUANT TO FERPA

The Family Education Rights and Privacy Act ("FERPA") provides parents and guardians certain rights with respect to their students' education records. These rights include the right to inspect and review the student's education records

within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate. Access to student records shall be governed by FERPA and Neb. Rev. Stat. § 79-2,104." Addition of e-mail addresses, cellular telephone numbers, and classroom assignment and/or homeroom teacher to the numbered list of directory information.

If you believe one of your students' records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program which lists the names of team members and their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information, as well as school district publications and the district's web site. Directory information includes the following information about a student:

1. Name
2. Major field of study
3. Address
4. Telephone number
5. Date and place of birth
6. Participation in activities & sports
7. Dates of attendance
8. Degrees and awards received
9. The image or likeness of the student in pictures videotape, film or other medium
10. Weight and height of members of athletic teams
11. Certain class work intended for publication on the Internet
12. Most recent previous school attended

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parent consent.

Parents have two options:

If you DO NOT OBJECT to the disclosure of any directory information about your student, you do not need to do anything.

If you OBJECT to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than September 1, 2010.

Non-directory Information. Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with your written instructions.

Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

TRANSFER of RECORDS UPON STUDENT ENROLLMENT. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

COMPLAINTS: You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232(h) (c)(2)(A). I did not see this notice in the handbook. While the notice can be delivered to the parents separately, it may be more convenient and efficient to incorporate the notice into the handbook. If you have adopted our recommended PPRA policy, you can simply reproduce it in your handbook. Following is our suggested policy.

PROTECTION OF STUDENT RIGHTS

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and the No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled at the beginning of each school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

NO CHILD LEFT BEHIND

Staff Qualifications

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

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

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

INSURANCE, ACCIDENT

Near the start of the school year a type of accident insurance covering students while they are attending or traveling to or from school will be provided if the student wishes to purchase it.

INSURANCE, ATHLETIC

All students who participate in interscholastic athletics must be covered by an insurance policy. Coverage is available through school or you may secure your own family coverage. Either is acceptable, however, proof of coverage must be filed with the activities director before participation in that sport. A special form is provided with the Physical Examination Form.

ACTIVITY BUSES

School transportation is provided to all varsity fall and winter sports. With the exceptions listed below, all participants in any away school activity must ride the school-sponsored transportation when such transportation is provided.

Exceptions to this rule are as follows: (Conference, District, and State Tournament regulations may be found at the back of this Handbook.)

1) Junior High students may ride to and/or from school sponsored, non-athletic events with their parent(s), grandparent, brother or sister (21 years of age or older) or with some other peer parent (a peer parent is defined as the parent of another Tri County Jr. High or Sr. High student), provided that written notification, signed by the parent of each student involved, is presented to the activity sponsor. Any exceptions to this regulation must be cleared through the administration prior to departure.

2) All activity participants may ride home from an away school-sponsored activity with their parent(s), grandparent, brother or sister (21 years of age or older), or some other peer parent, provided that written notification, signed by the parent of each student involved, is presented to the activity sponsor in advance. Any exceptions to this regulation must be cleared through the respective coaches, athletic director, and/or principal prior to departure from the event. In cases of emergency with prior approval, activity participants may ride to the activity with their parent or a peer parent. In these cases, the parent waives the right to hold the school responsible.

3) Activity buses will load and unload only at the Tri County Schools building site. Lunch stops will be permitted only with administrative approval before departure for the activity and printed on the Weekly Schedule.

ACTIVITY TICKETS

Student activity tickets are sold in the fall. Cost for activity tickets is \$35.00 for all students in grades 1-12. An activity ticket admits the purchaser to all home football, volleyball, basketball games, home wrestling meets, and all-school plays. All students must show their activity ticket at the gate/door in order to be admitted to the event without paying general student admission. Activity tickets are not transferable and if lost there will be a replacement charge of \$1.00.

Student ID cards, if lost will be also be replaced for \$1.00. Single season adult passes (including graduated students) may be purchased for \$70.00 on a yearly basis. Season family passes may be purchased on a yearly basis for \$150; that pass includes adults in the household and any students grades 1-12 currently enrolled at Tri County Public Schools. These may be used for any Tri County home varsity event. Senior citizen (age 62 and over) passes are available upon request from the Athletic Director for persons residing in the Tri County School District. Regular admission to Tri County School sponsored events is \$5.00 -

adults and \$4.00 - students for varsity contests and \$3.00 - adults and \$3.00 - students for reserve and junior high events. Any deviation to these admissions requires administrative approval.

FEES, STUDENT (Tri County Schools Board of Education Policy: JHC)
The Tri County Board of Education adopts the following Student Fees Policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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

A. Definitions

“Students” means students, their parents, guardians or other legal representatives. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. LISTING OF FEES CHARGED BY THIS DISTRICT

Guidelines for Clothing Required for Specified Courses and Activities:
Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

SAFETY EQUIPMENT and ATTIRE

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

PERSONAL OR CONSUMABLE ITEMS

The district will prepare a list of personal and consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks, that the students are requested, but not required to bring to class. The district will provide students with any personal or consumable items for participation in courses and activities, which they do not supply themselves. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

MATERIALS REQUIRED FOR COURSE PROJECTS

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The **MAXIMUM** dollar amount charged by the district for course materials shall be:

- * Industrial Technology Classes \$1,200
- * Art Classes \$20.00

EXTRACURRICULAR ACTIVITIES

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Below is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the **MAXIMUM** dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- * Student activity card \$35.00
(Covers admission to all extracurricular *home* events)

- * Student participation fee \$30.00
(Required of all students who participate in athletics and/or other extracurricular activities)

- * Future Business Leaders of America \$10.00

- * National Honor Society \$5.00

- * Football Students must provide their own football shoes, undergarments, and mouth guards
- * Golf Students must provide their own golf shoes, undergarments, and clubs
- * Track, Volleyball, Wrestling and Basketball - Students must provide their own shoes and undergarments
- *Tri County FFA Students must purchase their own jackets and pay dues of \$30.00.
- *Chorus / Band A \$10.00 fee is charged for uniform/robe cleaning. Auditions are charged for separately.

COURSE FEES

Certain classes have fees associated to help defray expenses. (i.e. art, shop) A hard copy statement will be sent to students/parents at parent teacher conferences. PowerSchool will also send email notification weekly if a fee is due.

POST-SECONDARY EDUCATION COSTS

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

STUDENT FILES OR RECORDS, COPIES OF

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

The district will charge a fee of \$.25 per page for reproduction of student records.

SUMMER SCHOOL, PARTICIPATION IN

The district will charge reasonable fees for participation in summer school (Driver Education). The **MAXIMUM** dollar amount charged by the district for summer school shall be \$225.00.

CHARGES FOR FOOD CONSUMED BY STUDENTS

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

CHARGES FOR MUSICAL EXTRACURRICULAR ACTIVITIES

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

*Band Students must provide their own instruments and marching band shoes, which must be black marching shoes, which we order as a group. Students may enter into a rental agreement to use school-owned instruments. The fee for each instrument is set forth in the "Rental Policy for Musical Instruments" and will be provided to interested students upon request. Wood wind players are responsible for their own reeds.

*Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group.

WAIVER POLICY

Students who qualify for free or reduced-price lunches under United States Department Of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

VOLUNTARY CONTRIBUTIONS TO DEFRAY COSTS

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

STUDENT FEE FUND

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

CERTIFICATION

On the 11th day of August, 2008, the Board of Education of Tri County Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2011 - 2012 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Superintendent of Schools or Other
Authorized School Representative

Date of Adoption: July 14, 2003

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must complete a form (form in High School Office) in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver

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

Part 3: Eligibility (Select one of the following):

a. Check here if your child is eligible for fee waivers because he or she is a foster child. (Please attach official documentation from the agency sponsoring the child.)

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

Please attach a copy of one of the following:

*A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification.

*A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF

*An ATP (Authorization to Participate) card with an expiration date.

Do not send your EBT card.

c. Check here if you are claiming your child is eligible because your household income is less than 180 percent of poverty level.

(Student Fee Waiver Application – 3 pages: page 1)

(Student Fee Waiver Application: page 2)

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

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

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

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

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

Sign here: _____

Date: _____

(Student Fee Waiver Application: page 3)

CORRESPONDENCE COURSES

Students may take advantage of correspondence courses offered by the University of Nebraska. Students and their parents must submit a written request for administrative approval of credits before taking the course. If the course is not one offered by Tri County Schools, test supervision will be provided by the school and reimbursement will be made to the student/parents upon successful completion of the course. Reimbursement includes enrollment tuition and fees, plus other registration costs.

ALTERNATIVE HIGH SCHOOL, SOUTHEAST NEBRASKA

Southeast Nebraska Alternative High School provides an alternative education setting for area students. To be eligible to apply, students must meet the following criteria: be 16 years of age or older; not currently in attendance/or at risk of dropping out; behind in credit needed for graduation; in need of a modified curriculum; willing to sign a student/parent/school contract; complete a successful intake interview. The school principal will recommend students for admittance after Tri County's Alternative School Committee meets and reviews the applicants.

GUIDANCE PROGRAM

A full time guidance counselor is available to students. Guidance is fundamentally concerned with increasing each student's personal development. The role of the counselor is to assist students with their needs, whether they be personal concerns, decision-making skills, relationships with others, educational development, or career awareness.

DESKS, LOCKERS AND OTHER SCHOOL PROPERTY

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. They are made available to the students for their convenience. Students are responsible for the contents and condition of their lockers and desks. Students must report any existing damage to a locker or desk to the principal's office at the beginning of the school year. If a locker or desk is damaged during the school year, the student who has been assigned that locker or desk must pay to repair the damage. The school assumes no liability for damage or theft of student property. Students are required to keep their lockers closed and locked, using the built-in combination locks. Students should not give their locker combinations to anyone. Papers taped to the outside of lockers must be removed after one week. Students are not allowed to have pop or other liquids in their desks or lockers. Lockers, desks, and other school property may be searched by school officials at any time for any reason.

SEARCH POLICY

School officials may search students, their property and the property of the district in order to insure compliance with statutes, policies and rules. Searches may be conducted when school officials determine there is reason to believe a search could disclose evidence of a violation of statutes or school rules. School officials may also conduct area-wide searches on the same basis and for

reasons that include, but are not limited to, safety, health, discovery of the violation of a statute, policy, or rule. Private vehicles which have been driven to school by students are also subject to search by school officials, regardless of where the vehicle is parked, so long as the student is or has been on school property. Searches by school officials must be reasonable at their inception and reasonable in scope.

LOST AND FOUND

A place for lost and found articles is located in the principal's office. Any student who finds an article should deposit it there immediately so that the owner may claim it. To reclaim lost items costs \$.25 per item. Items not claimed are donated to a local charity at the end of each quarter.

BREAKFAST PROGRAM

A breakfast consisting of a cereal product, fruit or juice, and a carton of milk will be offered each morning from 7:00 to 8:00 a.m. (8:15 a.m. in Elementary). Occasionally, protein foods will also be offered. The cost for breakfast for students in Grades 7-12 is \$1.60; the cost for breakfast for students in Kindergarten-Grade 6 is \$1.50. Those qualifying for free or reduced lunch also qualify for free or reduced breakfast without making further application. The cost for a reduced breakfast is 30 cents.

LUNCH PROGRAM

The Tri County Schools lunch program uses the "offer versus serve" option. With this plan, students are served all five components of a meal, including several choices in some of the components, but the student may choose to take 3, 4, or 5 of the items. They may also ask for smaller portions of an item if they choose. However, they must still pay the full price of the meal as required by the National School Lunch Program. By using this option, students are not taking foods which they do not intend to eat and are discouraged from overeating, if they ask for smaller portions.

Since Congress passed Public Law 94-105, students in senior high schools are no longer required to accept food which they do not intend to consume. The 1975 Amendment to the National School Lunch Act provides that "Students in senior high schools which participate in the school lunch program, under the Act shall not be required to accept offered foods which they do not intend to consume."

The Act further states that any such failure to accept offered foods shall not affect the full charge to the student for a lunch meeting the requirements.

"The goal of the school lunch program is to provide one-third of a student's recommended dietary allowance (RDA), and our students are encouraged to choose all five food items. "We are making a concerted effort to prepare foods from the five food groups that the students like. We have the responsibility to offer lunches that contain certain food components--meat, bread, milk, and two servings of fruit and/or vegetables--in addition to offering foods that are a good

source of vitamins A and C. It is very important that we do not endanger the nutritional integrity of the lunch."

School lunch menus are analyzed and cost on a daily basis. A concerted effort is made to offer foods each day that students will like, and at the same time provide the nutrients that they need. Lunch menus are announced in advance.

Students have the option of taking three, four, or all five of the food items offered each day. According to the Director of the School Lunch Program at the State level, the intent of Congress was to encourage students to consume the entire lunch, but to allow them to refuse an item or two if something is offered that they absolutely don't like. "The offer versus serve provision in the law reduces both program costs and plate waste while maintaining student consumption of a wide variety of nutrients," she said.

In order to provide a lunch that everyone will like, several choices are prepared each day. There is a choice of the regular main dish, a salad bar, or a sandwich bar. There are also at least six other items offered which will give the students the choice of selecting items they like; and therefore, they are selecting a lunch which they will eat and will not be discarded. The cost per meal for students in Grades 7-12 is \$2.45; the cost per meal for students in Kindergarten-Grade 6 is \$2.35. Money may be deposited in a student's lunch account (which includes breakfast) in the kitchen from the food service manager. Lunch payment must be separate from other fees or fines at school. Extra milk may be purchased in the lunch line at a cost of \$0.40 (40 cents). Those students paying for a regular meal may also purchase "seconds" as long as they are available.

Students will be able to purchase extras and snacks in the cafeteria with cash only; there will be no charging for extras or snacks. Students will pay the servers in the kitchen while going through the lunch line. The cost for extra food is as follows: \$1.00 for a main item; \$0.50 for half of main dish, fruits, vegetables, or dessert. The servers will not make change; extras may be purchased with exact change only. Extra items from the sandwich and salad bar will be paid by cash at the computer. Purchase of snacks may only be made after the first line has been through the serving area with cash only.

Those wishing to bring their lunch from home may certainly do so, but must eat in the cafeteria with the other students. Persons bringing sack lunches may purchase milk from the lunch program if they so desire. Students shall follow the cafeteria regulations.

Some guidelines are listed below:

1. No running, pushing, crowding, or saving places in line.
2. Do not over-crowd tables.
3. When leaving the table, put the chairs in order.
4. Clean all papers, napkins, milk cartons, and food from your table.
5. Return all trays and silverware to its proper place.
6. No food is to be taken from the cafeteria.

7. Do not sit on the tables.
8. No throwing of food.
9. Reported violations of these regulations may cause the student to lose the privilege of partaking of the school lunch.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) (202)720-5964 (TTY). USDA is an equal opportunity provider and employer.

CAPS AND GOWNS

Graduation caps and gowns are provided from class funds to graduating seniors. If class funds are insufficient, seniors will individually be assessed a fee.

RINGS AND ANNOUNCEMENTS

Class rings and senior graduation announcements are ordered from reputable dealers in the area. Class rings maintain the same basic school crest each year; however, the sophomore class may select a style of their preference each year. Ring orders are placed during the first semester of the sophomore year by those students who wish to purchase. Purchase of a class ring is not mandatory.

Senior graduation announcements are selected and ordered during the first semester. Delivery is made by the company's representative during the spring semester. Seniors should plan ahead as to the number of announcements they wish to order. All payments for rings and announcements are made to the company representative before the merchandise is distributed to the students.

SENIOR PICTURES

Each senior is requested to provide the Principal's office with three senior pictures of a uniform size by the first Friday in December. The senior pictures will need to be taken at a time when school is not in session. The yearbook staff will notify the seniors whether the picture is to be a black and white glossy or colored. Seniors may get their pictures taken at a photographer of their choice. Additional pictures of the valedictorian and salutatorian may be requested for use in area newspapers.

ATTENDANCE

Nebraska School Law 79-201 states as follows: Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have met the requirements for legal operation prescribed in Chapter 79 each day that such schools are open and in session, except when excused by school authorities, unless such child has been graduated from high school. The term shall not be less than (1) one thousand thirty-two instructional hours for elementary grades and (2) one thousand eighty

instructional hours for high school grades in any public school district or private, denominational, or parochial school, except that in the event of the failure of any district which receives twenty percent or more of its total receipts for general fund purposes from federal sources to actually receive receipts anticipated at the time of the adoption of the school budget from taxes, state funds, federal funds, tuition, or other sources, the board of education of such district may, at any time during the school year, elect to close all or part of its schools.

Tri County Jr.- Sr. High School is committed to the philosophy that every student should attend school every day. Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school.

ATTENDANCE, PURPOSE of the POLICY

Except as provided below, every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, private, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section [79-1601](#) not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. For purposes of this section, a child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age.

The attendance requirement above does not apply in the case of any child who:

- (a) Has obtained a high school diploma by meeting the graduation requirements established in section [79-729](#);
- (b) Has completed the program of instruction offered by a school which elects pursuant to section [79-1601](#) not to meet accreditation or approval requirements;
- (c) Has reached the age of sixteen years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school;
- (d) Will reach six years of age prior to January 1 of the then-current school year, but will not reach seven years of age prior to January 1 of such school year, (ii) such child's parent or guardian has signed an affidavit stating that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year, and (iii) such affidavit has been filed by the parent or guardian with the school district in which the child resides;
- (e) Will reach six years of age prior to January 1 of the then-current school year but has not reached seven years of age, (ii) such

child's parent or guardian has signed an affidavit stating that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to section [79-1601](#) not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to subsection (3) of section [79-1601](#) on or before the child's seventh birthday, and (iii) such affidavit has been filed by the parent or guardian with the school district in which the child resides; or

- (f) Will not reach six years of age prior to January 1 of the then-current school year and such child was enrolled in a public school and has discontinued the enrollment according to the policy of the school board adopted pursuant to subsection (4) of this section.

ABSENCE NOTIFICATION

Parents are requested to call the school at 656-4035 or 683-2015 between 8:00 and 9:00 a.m. daily to verify any student absence from school. Parents of any student absent and unaccounted for will be called by phone by the principal's office following the recording of daily student attendance.

REQUESTS FOR ASSIGNMENTS

When a student is absent, all requests for his/her missed assignments for that day must be made to the principal's office before 10:00 am. on the day the assignments are requested. Any requests made after 10:00 a.m. will be processed the following school day. Assignments may be picked up by parents/guardian after 2:00 pm.

ATTENDANCE, SCOPE OF POLICY

All students - grades 7-12.

ATTENDANCE, POLICY STATEMENT

Excessive absenteeism is defined as more than 8 absences per semester class for any reason other than school sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present. It is always the responsibility of the student to make up any class work missed.

ATTENDANCE, TIMELY NOTIFICATION

When a student is absent five (5) times from a semester course, a letter will be mailed to the parent/guardian as a reminder of the absence status. A second notification to the parent/guardian will be made after eight (8) absences. Notice of a loss of credits and possible reinstatement through the hearing and appeals procedure will be sent after 9 absences. Notification will also be sent to the appropriate authorities as provided in sections 79-201 and 79-209.

TRUANCY

1. To avoid make-up time and truancy status, an absence must be cleared with the principal's office with a note from the parent/guardian stating that he/she was

aware of the absence. This note is to be presented to the principal's office before the student returns to class. If the student does not present the note to the principal's office before returning to class, the absence may require make-up time. The student will be given one school day to bring the note from the parent/guardian. If the student presents a note to the principal's office within this time, the absence will be changed to non-makeup time and an admit slip will be issued to inform teachers of the student's change in attendance and status. If the student does not present a note within the time frame, the absence will require make-up time.

2. All absences that are not cleared by a note from the parent/guardian will be considered as truancy. Truancy is -- parents and/or school authorities do not know and/or give their permission for the student to be absent. The student has not attended class or school.

3. Truant students will make up double the amount of time missed for the first offense. On the second offense, he/she will be suspended from school or classes for 3 days and re-admitted to school or classes only after a conference with the school principal and the student's parents. On the third offense, the matter will be referred directly to the Superintendent of Schools with the recommendation of long term suspension or expulsion from school.

ATTENDANCE, PARENTAL CONTACT SPECIFICATIONS

Notes from parents/guardians to school officials regarding a student's absence should contain the following information: Name of student, date of absence, specific reason for absence which means why the student missed school and where they were, parent/guardian signature, and date. Telephone calls or personal contacts with school officials rendering the above information will be considered valid.

Examples of Non-Truant or Truant Absences

The following examples are to be used as guidelines for non-truant and truant absences. They are not intended to be inclusive, but rather as informational guidelines. As per State Law, school officials make the final determination.

Examples of Truant Absences - Oversleeping, shopping, hair appointments, babysitting, working, studying or preparing class work, job interviews, photographer appointments, senior skip day or any resemblance of it, or anything that could be done outside of school time.

Examples of Non-Truant Absences - Illness (may request doctor verification), death of a family member, relative, or close friend, subpoenaed court appearance, family emergency that requires the assistance of the student, driver examinations, medical appointments, verified vehicle trouble, parent/legal guardian activity approved in advance by administration (going with parent or legal guardian.)

CREDITS, LOSS OF

A student who is absent more than 8 times per semester per course will forfeit all credit for the course unless he/she requests a hearing before the Hearing and

Appeals Committee within 8 school days after the student returns to school and is granted an extension of credits by this committee.

If all absences that caused the absence limitation to be violated are for medical reasons as evidenced by written parental verification or written verification from a licensed medical practitioner, then, the Hearing and Appeals Committee, after examining the total absence record of the student involved, may waive the formal hearing with students, parents, and/or guardians and credits be reinstated. It is suggested the Hearing and Appeals Committee use discretion concerning medical absences.

HEARING AND APPEALS COMMITTEE

The Hearing and Appeals Committee shall consist of the Principal, two faculty members picked by the Student Council and two faculty members picked by the faculty. Specific teachers that have the said student in regularly scheduled classes may attend the hearing and respond to questions upon request. Three (3) members of the committee must be present at each meeting. The committee will meet by appointment or at such times and days as the committee deems appropriate. The student's total absence record will be examined. The student and parent/guardian are responsible for showing justifiable reasons for all absences. The committee, in making its decision shall consider the purpose of the policy, the excessiveness and necessity of the absences, the purpose or reasons for the absences, and the student's total absence record. The decision will be determined by a majority vote of the Hearing and Appeals Committee members present at the meeting. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Hearing and Appeals Committee to the Superintendent of Schools. Any decision of the Superintendent of Schools may be appealed to the Board of Education.

TARDINESS

Anytime a student arrives at a class after the tardy tone has rung, the student is considered tardy, and must secure a pass from the principal's office or prior teacher to enter the class - (unless written teacher or administrative permission has been received.) Anytime a student reports to class and/or study hall more than 30 minutes after the beginning of the class period, the student will be considered absent rather than tardy. Being late to first period will require make-up time and penalty for being late will be determined on a case by case basis. Three unexcused tardies per class period will result as one absence toward their eight allowed for that period.

Students who need to use the nurse's room in the principal's office because of illness will be counted absent from a particular class if they are absent more than half of that class.

DETENTIONS/SATURDAY SCHOOL

All detentions will be supervised. Students that have been requested by teachers to serve detentions will serve them with that particular teacher or his/her designee. They may be served from 7:30 a.m. to 8:00 a.m. or 3:40 p.m. to 4:10

p.m. or in multiples of 30 minutes assessed by the teacher. Detentions are to be served the following day unless approved by the principal. For each day the student postpones the detention, 1/2 hour will be added. Once a detention is referred to the principal's office, students will have one week to make up detention time. Students failing to make up their detentions within the week may be suspended.

DETENTION RULES

Time spent will be left to the discretion of the teacher or designee. The student will serve the entire 1/2 hour of assigned time. The discipline report form filed by the teacher shall be prepared in triplicate with one copy issued to the student at the time of detention assignment. The second copy will be sent to the parent. The third copy will be retained in the student's discipline record after the detention has been served.

SATURDAY SCHOOL RULES AND REGULATIONS

Any student not responding to detention responsibilities or exhibiting inappropriate behaviors that require intermediary discipline will be assigned Saturday School by the principal or his designee. Students must attend Saturday School on the assigned day and time and be on task the entire session. Students failing to attend or conduct themselves appropriately when attending Saturday School will be suspended from school the following day that school is in session. They will also be re-scheduled to the next day that Saturday School is in session. Other criteria used in Saturday School will include:

Students must be prompt. The doors to the school will be locked at approximately 7:40 a.m. The amount of time that any student will attend Saturday School is four hours. Students must be on task the entire time with absolutely NO talking. No excuses for not attending Saturday School will be allowed. Each student will have had multiple chances to serve their assigned detention(s) by this point in time. Only documented, unforeseen, extenuating circumstances approved by administration will be considered. Examples might include: death in the family or a medical doctor documented illness.

STUDENT ATTENDANCE AT EVENTS

All activities or events sponsored by the Nebraska School Activities Association and/or events sanctioned by Tri County Schools carry the following attendance stipulations:

In cases of Tri County involvement at the activity, all Tri County participants, team members, or student managers in the activity will be dismissed to attend - subject to the discretion of the coach, director or supervisor. Those participants, team members, or student managers will not be counted absent if they are accompanied by the coaches involved in that particular sport.

In cases of Tri County involvement, other students may be dismissed to attend the above activities providing they secured permission from the principal's office prior to departure and providing they ride with their parent, grandparent, peer parent, or brother or sister (age 21 or older) with approval note from

parent/guardian. The absence will be unexcused if the afore-mentioned criteria is not met. ("Other students" is interpreted to mean any student in grades 7-12.) Students must be in school by ten o'clock (10:00) on the day of an activity, practice, or performance in which they are involved or attend as a spectator. If these conditions are not met with prior administrative approval, participation in the activity as a participant or as a spectator will not be permitted. (Afternoon driver license examinations, doctor appointments, court appearances, funerals, etc. may be examples of exceptions with administrative approval.)

STUDENT SPORTSMANSHIP GUIDELINES

In a continuing effort to promote good sportsmanship and follow Nebraska School Activities Association regulations, the following Tri County guidelines have been adopted. In no way are these guidelines considered comprehensive and all inclusive but instead should be considered a means to help guide Tri County student spectator behavior at all activities. Students who do not follow these guidelines and/or intent of the guidelines will be disciplined by administration accordingly. Probable disciplinary action will include suspension from future spectator activities and other disciplinary measures for insubordination. The guidelines are:

1. Demonstrate respect for officials, opposing fans, players, and coaches throughout the contest and after the contest is over. Do not yell AT the other team's players; instead, yell FOR our team. NEVER hold up newspapers, put bags over your heads, turn your back on another team's players, etc. when they are being introduced. This shows the ultimate disrespect and is never in good taste.
2. Provide positive support for our team in an acceptable manner. Chants and Cheers must be appropriate and in good taste. The chant "air ball" is meant to make fun of the other team's player and, thus, is considered very inappropriate and disrespectful. Chants MUST be directed FOR our team and NOT at the opposing team.
3. The school has the responsibility to reprimand any student or groups of students who attempt to organize or participate in any other type of spirit promoting activity that is in conflict with the school-sponsored spirit organizations at home or away activities. This means that no spirit group or organization will be allowed to participate at school functions at home or away without administrative approval. Students or groups of students who violate these regulations will be subject to the following disciplinary measures:
 - Students will forfeit the privilege of attending any future school activities
 - Either at home or away.
 - Future student involvement will cause the involved to receive a long-term
 - Suspension from school with recommendation made to the Board of Education that the student(s) be expelled.
 - If the situation still persists, recommendation will be made to cancel and
 - Forfeit upcoming school activities.

4. Follow other guidelines as outlined at various times in the daily bulletin and weekly schedule.

ADVANCED ASSIGNMENT SHEETS

If you know you will necessarily be absent in advance, the advanced assignment sheet is used. The advanced assignment sheet is due in the office before the activity or absence. If an advanced assignment sheet is used, the admit slip is not needed. Unless the sheet is for a school sponsored activity, a note from the parent must accompany the request for the advanced assignment sheet. The principal's office staff shall be the judge of the awarding of the advanced assignment sheet.

Students may be excused to attend Administrative and Board of Education approved activities away from school which are educational in nature providing they meet the following requirements: 1) Lessons prepared in advance as much as possible; 2) Written parental request; 3) Principal's permission.

Any student who is absent from classes because of participation in an approved school activity shall not be marked absent from school during the time required for such participation. In these instances, advanced assignment sheets will not be required; the student should have his or her work completed before departure to the event. Coaches or sponsors of these events must distribute a list of participants to all teachers and the principal's office prior to the event. The students must assume the responsibility to get assignments and hand in the work.

7TH GRADE PHYSICAL EXAMINATION

All 7th grade students are now required by law to have a physical examination prior to entering 7th grade. Such examination, which may also be used as an athletic physical, must be completed after May 1 prior to entering the 7th grade or participating in athletic practice whichever occurs first. Parents who do not wish to have their child take this physical examination must sign a waiver form which is available in the principal's office of the secondary and elementary schools. Parents must arrange for these physical examinations with their family doctor.

IMMUNIZATION STANDARDS

According to the Nebraska Department of Health and Human Services rules and regulations found at NEB. ADMIN. R.& REGS. ti 173, ch 3 (2004), the following immunization standards apply to students:

3-007 Immunization Standards. Each student to be protected by immunization against the following diseases, unless otherwise exempted from this requirement under the provisions of 173 NAC3-009: Measles, Mumps, Rubella, Polio, Hepatitis B, Diptheria, Tetanus, Pertussis, Haemophilus Influenza type b (Hib), and Varicella.

3-007.01 For the purposes of complying with the requirement of immunization against the diseases listed above:

3-007.01B Students entering 7th grade and all transfer students from outside the school district regardless of the grade they are entering are considered immunized if they have received: 3 doses DTaP, DTP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age; 3 doses of polio vaccine; 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used; 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age; and the number of doses for varicella is dependent on the age of the child – 1 dose of varicella vaccine before the 13th birthday; or 2 doses of varicella vaccine administered at least 28 days apart if the first dose was given on or after the 13th birthday.

3-007.01C - All other students are considered immunized if they have received: 3 doses of DtaP, DTP, DT, or Td vaccine; 3 doses Polio vaccine; 2 doses of MMR vaccine given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days; 3 doses of pediatric Hepatitis B vaccine, or, if the alternate hepatitis B vaccinations schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age.

3-008.01 For purposes of compliance with the immunization requirement, the student's parent or guardian must present an immunization history containing the name of the vaccine, the month and year of administration (the month, day, and year for MMR vaccine and varicella vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines.

3-008.02 Laboratory evidence of circulating antibodies for measles, mumps, or rubella constitutes evidence of immunity against those diseases provided the following information is supplied: name of laboratory, date of test, name of test, test result, signature of laboratory technician performing the test or of the laboratory director, and date of signature. For purposes of compliance with this rule, clinical history of measles, mumps, or rubella without laboratory or epidemiologic confirmation does not constitute evidence of immunity.

3-008.03 Epidemiologic confirmation of a diagnosis means that the clinical history of measles, mumps, or rubella is corroborated by association with laboratory proven case(s) and that such epidemiologic case(s) have been reported to and counted by the Department.

3-008.04 A documented history of varicella disease from a parent or health care provider with the year of infection constitutes evidence of immunity to varicella. The documentation must include one of the following:

1. Signature of the parent or legal guardian and the date (year) of the child's varicella illness, or
2. Signature of a health care provider and the date (year) of the child's varicella illness, or
3. Laboratory evidence of a child's varicella immunity.

3-009. Medical and Religious Exemption: Each student must be protected against the diseases listed using the standards described in 3-007 and submit evidence of immunization as described in 3-008. Any student who does not comply with these requirements shall not be permitted to continue in school, except as provided in 3-009.01 through 3-009.03.

3-009.01 - Immunization shall not be required for a student's enrollment in any school in this state if he or she submits to the admitting official either of the following:

3-009.01A - A statement signed by a physician, physician assistant, or nurse practitioner stating that, in the health care provider's opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household; or

3-009.01B - A notarized affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

3-009.02 - A student may be provisionally enrolled in a school in Nebraska if he or she has begun the immunizations against the specified diseases prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible.

3-009.03 - A student may also be provisionally enrolled in a school in Nebraska if he or she is the child or legal ward of an officer or enlisted person, or the child or legal ward of the spouse of such officer or enlisted person on active duty in any branch of the military services of the United States, and said student is enrolling in a Nebraska school following residence in another state or in a foreign country.

Sec. 010 - Time of Compliance - Each student must present documentation as outlined in 3-008 and 3-009 prior to enrollment.

OUT OF STATE TRANSFER STUDENTS

All transfer students from outside the school district regardless of the grade they are entering are considered immunized if they have received: 3 doses DTaP, DTP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age; 3 doses of polio vaccine; 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used; 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age; and the number of doses for varicella is dependent on the age of the child – 1 dose of varicella vaccine before the 13th birthday; or 2 doses of varicella vaccine administered at least 28 days apart if the first dose was given on or after the 13th birthday.

Nebraska Revised Statute 79-214 requires all out of state transfer students to have a vision evaluation. The required areas to be tested are amblyopia, strabismus, internal and external eye health, and visual acuity. The vision exam and the physical can be waived as explained in Sec. 009.01.

MEDICATION POLICY

(Approved by The Board of Education, May, 1999) The new Medication Act restricts individuals from giving medications without proper instruction. Therefore, Tri County Schools will no longer give over-the-counter medications to students. This includes Tylenol, non-aspirins, cold medications, cough syrups or drops, etc.

Prescription medications will be given as long as the medicine comes in the original container with the child's name, the name of the medication, dosage, and a note from the parent when to give the medication. Students who receive daily medication must have a yearly update from their physician with instructions to the school.

Analgesics (Tylenol, Advil, non-aspirin, etc.), when ordered by a physician due to an injury, surgery, orthodontics, migraine headaches, etc., may be given at school if the doctor's instructions accompany the medication sent by the parents to school.

VISITING COLLEGES

Students are encouraged to visit colleges especially on days when school is not in session at Tri County, such as Parent-Teachers Conference days, Easter vacation, and Spring In-Service Day. All college visitations must be arranged through the Guidance Office. Normally, colleges want one week advanced notice of prospective student visitations.

Seniors will be allowed two (2) days and juniors will be allowed one (1) day to visit a college(s) of their choice during the school year without it being considered as a portion of the eight day limitation. In order to avoid counting the two days (for seniors) or one day (for juniors) as an absence from school, the student must present to the principal's office a signed visitation form or proof of the visit from the college upon returning to school.

JOB SHADOWING

One of the best ways for a teenager to learn about the work force is job shadowing. Job shadowing allows you to really explore those careers and/or opportunities that may interest you. By "shadowing" someone in their job for a day, you get a first-hand, insider's look into what that person's job involves. The shadowed person can show you just what are the benefits, and challenges, of their position. By seeing how the person interacts with their co-workers, participating in the activities that they face every day, and seeing what it takes to "be that person," you will gain valuable insight into whether their job or career is something you might want to pursue yourself. During the school year, job shadowing experiences must have prior administrative approval and/or be set up through the counselor.

ADMIT SLIP

Pupils who have been absent from school must obtain a re-admittance slip from the Principal as soon as they return if an advanced assignment sheet was not utilized. To obtain this you will have to bring a written excuse signed by your parents. However, an excuse from home does not excuse the student from the work missed. It is simply to signify that the student was absent with the knowledge of the parents. One school day will be allowed for each day's absence in which to make up work. It is the responsibility of the students to secure the assignment and have the work completed by the deadline.

SENIOR SKIP DAY

At the May, 1983, Board of Education Meeting, a resolution was passed that seniors will no longer be permitted to have a senior skip day. Any resemblance of either a small group or large group disregard of this regulation will result in the involved attending classes after graduation and the absence recorded as unexcused. If regular classes are not in session after graduation, special arrangements will be made to allow for make-up time.

CLOSED CAMPUS

Under no circumstances should a student leave during regular school hours, including noon, without notifying the Principal's office. Tri County has a fully equipped cafeteria where students may purchase their lunch or may eat sack lunches brought from home. Students are expected to remain in school or on the school grounds - excluding the parking lot - from the time they arrive in the morning until dismissal in the afternoon. A permit-to-leave the building form from the office is required before a student may leave the school during the regular school day. Students shall not be in halls adjacent to classes in session. This is

to say the hallway from the cafeteria to the Principal's office and on to the Superintendent's office is open to students after lunch. The open area outside the building to the south of the cafeteria is an area open to students after lunch.

DRESS AND GENERAL APPEARANCE

The Board of Education and the Administration believes that appropriate dress and appearance is the responsibility of the student and his/her parents. However, the Board of Education, Administration, and faculty are responsible for determining if extreme forms of dress or poor grooming are an interference and disruption to the classroom and therefore impeding the educational progress of students. The Principal will contact the parents if such wearing apparel or grooming is determined to be disruptive or represents a health hazard. The wearing of hats during the school day or at indoor school activities at home or away is considered to be a disruptive influence and will not be permitted without administrative approval. The wearing of sunglasses within the school or at inside school activities is prohibited without administrative approval. Clothing which displays objectionable pictures or slogans (i.e. gang-related, tobacco-related, alcohol-related, profane, discriminatory, and derogatory toward other students or programs, sexual or suggestive in nature) will not be accepted. Students will wear clothing that has "sleeves." Students in classes or activities that require special clothing attire must receive permission from their teacher to wear such garments. Shorts will loosely cover the entire buttock region and several inches of the hamstring region. Shorts will be made of such material that undergarments cannot be seen through the shorts. Shorts and pants must be worn at or above the hips (above the buttocks). Jeans/slacks/pants cannot be worn with obvious holes above the knee. Bare midriffs, short shorts, and miniskirts are considered unacceptable. The neckline of shirts or blouses must be high enough to ensure modesty for students. This will include boys being required to wear shirts in Physical Education classes. For safety reasons, coats or garments that are meant to act as coats are not to be worn in school without prior administrative approval.

Tri County Schools have determined that it is inappropriate for students to wear body-piercing jewelry at school or school activities other than jewelry for pierced ears. The school has found the presence of body-piercing jewelry to be distracting to students, disruptive to the educational environment and poses a health risk and a continuing danger to students. Students shall not be permitted to wear body-piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear. A student who wears such jewelry at school or at a school function shall be considered insubordinate and dealt with by administration accordingly. This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping. However, if the presence of jewelry on the ear poses a distraction or health risk for whatever reason, the student will be required to remove the jewelry while at school.

DRIVING REGULATIONS

Students driving to school are requested to park in an orderly manner in the lot south of the building immediately upon arrival at school. Cars and motorcycles are not to be driven during the school day or in a careless, negligent manner before or after school. Violation of this policy will be just cause to notify the County Sheriff's office and appropriate action taken. Park one driving lane back from the curb in a north-south direction. Triple parking is prohibited for safety and access reasons. Double parking (bumper to bumper) shall be practiced for full usage of the parking facility. Students are not allowed to park behind the school or on the shop driveway south of the school. Do not park further to the east than a straight line extension from the sidewalk along the cement drive at the southeast corner of the building. Student vehicles illegally parked may be towed away at owner's expense.

FINES, FEES, BREAKAGE

Breakage will be assessed in laboratory courses and/or fines assessed in other courses for materials or books damaged through student neglect. No credits will be issued or transcripts prepared for a student until unpaid bills have been cleared in the Principal's office. Do not include lunch payments with this transaction.

POSTERS

Posters displayed at Tri County schools advertising or relating to outside of Tri County school-sponsored activities must have the approval from the Principal's office before displaying. All posters must be displayed on surfaces other than the painted/wallboard walls.

MEDIA CENTER RULES AND POLICIES, HIGH SCHOOL

The library media center is an educational space for everyone. Visiting the media center is a privilege.

- Be respectful of all library media users and staff.
- Maintain a studious atmosphere.
- Use computers for academic purposes.
- Follow the rules in the Student Handbook.
- Read! Research! Learn Something New!

Please follow the rules and guidelines:

- Enter the library media center quietly, sign in and put your pass in the appropriate place.
- Have the pass signed by the media staff before leaving.
- Passes are required to use the media center.
- Do not leave the media center before checking out with the media staff.
- When visiting the media center independent of class, only two (2) students may sit at one table.

Materials:

- Check out all materials that leave the media center.
 - Books—two weeks (or other arrangements made with the staff)
 - Reference Books—overnight

- Vertical Files—one week
- Magazines—one week
- Return materials in good condition. Damaged or lost items will be charged at replacement cost. If a lost item is found and returned, money will be refunded.
- Fines are five cents a day for over dues with a maximum of up to \$5.00.

Overdues

Will be published weekly and distributed through study halls and classrooms.

- If a student owes over 50 cents, has overdue materials, or has lost unpaid materials, the student may not check out anything until the fines are paid and materials returned. Students may also work off the fine or make a payment plan with the library media specialist. Books may be renewed as needed if no one has requested the item.

COMPUTER LAB:

- Passes are required from the teacher giving the assignment. Sign in and put the pass in the appropriate place. Have the pass signed by the library media staff before leaving. If working with another student, have that indicated by the teacher on the pass.
 - Food or drinks are not allowed in the computer lab.
 - Follow the guidelines of the Computer Network Policy.

Consequences:

- A student who is disruptive or does not follow the rules will be asked to leave the library media center. A student who does not do so peacefully will lose library media privileges as determined by the library media specialist.

SCHOOL BUS REGULATIONS

The administration and operation of a school bus program for any school district is a complex procedure. There are problems encountered in such a program which effect the efficient daily operation of the buses.

A successful school bus operation requires the combined efforts of the Board of Education, the Administration, the teachers, the bus drivers, the parents, and the students. The specific responsibilities of the bus drivers and the children who ride the buses are matters of serious concern.

Presented here are some of the responsibilities which students and parents should assume if pupil transportation is to be a satisfactory part of the overall educational program.

Regulations Governing Students Riding School Buses and Any Other School Vehicle

1. Students shall be on time for the bus both morning and evening.
2. Students should be careful in approaching bus stops and walk on the left side of the road toward oncoming traffic.
3. While waiting for the bus before or after school, do not push others or rush to the curbing.
4. Students must avoid playing or loitering on the highway when awaiting a bus which is late.

5. Students shall enter and leave the bus at school loading stations and at highway bus stops in orderly fashion and in accordance with instructions.
6. Students are under the authority of the bus driver.
7. Students shall be courteous to and refrain from talking with the driver.
8. Each student must go directly to his or her seat upon entering the bus.
9. Books and other property must be properly stowed out of the way, and the aisle must be kept clear at all times.
10. Students shall converse in normal tones and be courteous to each other. Loud or vulgar language is prohibited.
11. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
12. Students shall not have sunflower seeds, gum, candy, etc. on the bus. Students shall not shoot paper wads or throw other objects in the bus or out the window.
13. Students must keep sharp objects and feet off the upholstery.
14. Never tamper with the bus or any of its equipment.
15. Students shall not extend their hand, arms, or head through the bus window. They shall be courteous to passersby.
16. Students shall remain seated until the bus stops and the stop arm is extended, depart from the bus and wait for a signal from the driver before crossing the road.
17. If a student wishes to depart from the bus at a location other than the assigned stop, notify the driver well in advance.
18. Lunches may be taken on bus trips. If proper clean-up is not followed, lunch privileges will be denied.
19. Emergency doors are to be used only in an emergency.
20. Students will not use profanity while riding on a school bus or waiting for a bus at the bus stop.
21. Cell phones are not to be used by students on the bus without supervisor permission.

Parent Responsibilities

1. Cooperate by having children on time.
2. Comply with school regulations and recommendations.
3. Study the transportation regulations and general safety procedures with your children.
4. Observe safety practices in your own driving.
5. Suggestions and assistance in removing road hazards will be helpful. (Notify the transportation supervisor of trees that need to be removed or trimmed at road intersections, stop signs that need to be put up, roads and bridges that need repair, etc.)
6. If your students are ill and the bus need not make a stop at your residence, a telephone call to an earlier stop on the route can help avoid unnecessary travel stops.
7. To insure the safety of all students transported by school buses, the following procedure will be in effect should a student violate the outlined regulations:

- a. On the first violation, the driver will give a warning to the student explaining the importance of observing the regulations.
- b. On the second violation, the driver will notify the transportation supervisor of the problem and the parents will be notified immediately.
- c. On the third violation, the driver will notify the transportation supervisor and the privileges of riding the bus will be suspended for at least two weeks.
- d. Any fourth violation will result in the student forfeiting bus privileges for the remainder of the year.
- e. Administrative Exception - Riding the bus is a privilege and not a guaranteed right provided by the district. The Administration reserves the right to circumvent procedure and suspend any student from the bus whose flagrant misbehavior warrants temporary or year-long suspension.

NOTE:

- a) When school is closed because of weather conditions, parents /guardians will be notified by a phone message from AlertNow. The message will be from the Superintendent, or either the High School or Elementary Principals.
- b) When school is closed because of weather conditions, parents and students are encouraged to listen to KFAB (Omaha - 1110 AM) or to KWBE (Beatrice 1450 AM) for the emergency announcements. Other stations, such as KUTT/KGMT (Fairbury - 99.5 FM or 1310 AM); TV Station KOLN/KGIN (Lincoln - Channel 10-11); and TV Station KLKN (Lincoln - Channel 8) will be contacted as well, but they are often more difficult to reach for timely information early in the morning. Hence KWBE and KFAB are encouraged for you to listen when school closings are in question. During storms please help to keep the school phone open for emergency calls.
- c) Students may not ride another bus without the driver`s permission. New bus schedules will be sent home as changes are made during the year. Your cooperation with our school bus operation will be appreciated.
- d) New bus schedules will be sent home as changes are made during the year.

Your cooperation with our school bus operation will be appreciated.

STUDENT NETWORK USE POLICY

Students are expected to use computers and the Internet as an educational resource. The Board of Education has adopted the following procedures and guidelines to ensure appropriate use of the Internet:

Student Expectations in Use of the Internet

A. Acceptable Use

1. Students may use the internet to conduct research assigned by teachers.

2. Students may use the internet to conduct research for classroom projects.
3. Students may use the internet to access information about current events.
4. Students may use the internet to conduct research for school-related activities.
5. Student may use the internet for any other appropriate educational purpose.

B. Unacceptable Use

1. Students shall not use school computers to access material that is obscene, pornographic, harmful to minors or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or MP3 sharing systems including Napster, Aimster, Freenet and the like on school computers.
5. Students shall not disclose personal information, such as their names, school, addresses, and telephone numbers outside of the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not use, or try to discover, another user's password and shall not share their passwords with fellow students, school volunteers or any other individuals.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Users shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by the teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

Enforcement

A. Methods of Enforcement – Student users should be aware that the district monitors all internet communications, as well as Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

1. The school district uses a technology protection measure that blocks access to block access to some Internet sites that are not in accordance with the policy of the district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
3. District staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy – Access to the school's computer system and to the Internet is a privilege and not a right. Any violation of school policy and rules may in:

1. Loss of computer privileges;
2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

BASIC SCHOOL POLICIES

TEACHER AUTHORITY

Any teacher has the authority and the responsibility (even though he/she may not have the student in class) to warn and correct students for misconduct anywhere in the building, on school grounds, or at school sponsored functions home or away. Students are expected to show respect for and to cooperate with instructors in all situations.

SPECIAL ANNOUNCEMENTS AND BULLETINS

Special announcements will be read by the classroom teacher daily prior to lunch according to time schedule. Any material you wish placed in the bulletin or announcements should be emailed or turned in to the Principal's office the preceding day. The daily bulletin is located in PowerSchool and also posted on the Tri County website. All announcements are to be approved by the Principal.

WEEKLY SCHEDULE

There will be a weekly schedule of events created weekly (Tuesday to Monday) on normal school weeks. This schedule can be emailed to parent / guardian, read on the Tri County website or printed to hand carry home which will delineate practice times, locations of events, departure times for buses to events, and general school happenings. Parent and students are highly encouraged to read these schedules due to the importance of the communication between school and home.

MONTHLY SCHEDULE

Schedules of events for the upcoming month are published in area newspapers in DeWitt, Beatrice, and Fairbury. They are also published in the Tri County newsletter and posted on the Tri County website.

VISITORS

If you wish to bring a visitor to the school, they must be pre-approved by administration before they can accompany you to school. Visitors will be expected to abide by the same rules as the students attending Tri County. The administration reserves the right to refuse a visitor at Tri County Schools.

TELEPHONE POLICY

There is a student telephone in the Principal's office to be used by students with permission from the Principal's office. The Board of Education has granted permission to those students who must call home or contact a parent from school on a toll call basis to do so free of charge. You are asked to limit your calls to one minute with permission to free up the use of the telephone for others. The telephone is to be used only for school purposes or emergency family matters. After away from school activities, you may use the student telephone in the Principal's office to call home, if necessary.

The Plymouth line number to Tri County Elementary and Secondary School is 402-656-4035; the DeWitt line is 402-683-2015. If one line is busy, it will

automatically ring on another line. Students will no longer be allowed to make long distance phone calls from the student phone. Non emergency phone calls to parents that have a long distance number will be made from the student's cell phone. Students MUST ask the office prior to making the phone call and the call must be made in the principal's office.

There is a pay telephone which is to be utilized by students for calls of a personal nature or calls you may wish to make which are not school related.

CELL PHONES

Cell phones may not be used during the academic school day from 8:05 a.m. to 3:39 p.m., or until students are dismissed from school, without permission from the administration. They are to be turned off when the first bell rings at 8:05 a.m. and kept in lockers until the end of the school day. Cell phones that are confiscated by staff will be returned only to a parent or legal guardian, or students may get their cell phone returned to them earlier by first serving a 30-minute detention. Repeated violations may result in an additional punishment including a possible school suspension.

CAMERAS/ELECTRONIC DEVICES

Cameras (including cell phone cameras) are not allowed in school without administrative permission. They are definitely not allowed in the restrooms or locker rooms at any time.

Students may not use electronic devices during the academic school day from 8:05 a.m. to 3:35 p.m. An electronic device shall include, but is not limited to, pager, mp3 players, iPods, and iPhones. Students may use personal electronic devices during the school day with administrative/teacher approval.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of an electronic device or for any communication made using an electronic device.

Students who violate this policy will have their electronic device confiscated immediately. The administration will return confiscated electronic devices to the offending student at the end of the school day. Students who continue to violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

SEXUAL HARASSMENT POLICY

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

If a complaint is made regarding sexual harassment whether it is a student, employee, or anyone else on the school premises, the person being harassed should immediately inform a principal or teacher of the behavior and provide witnesses if possible. The principal or his/her designee will begin an investigation. If the principal finds that the complaints are true and accurate, then immediate and appropriate actions or consequences will take place. If the harassed or the person making the complaint is not satisfied with the outcome of the investigation, then he/she should refer to the grievance procedure listed within this Student/Parent Handbook. A written record of assigned grievance will be maintained.

Consequences may be any of the following according to the seriousness of the offense:

1. Verbal or written reprimand;
2. Detention with verbal and written apologies;
3. In-school suspension with verbal and written apologies;
4. Recommendation for expulsion.

PARENTAL RIGHTS AND INVOLVEMENT POLICY

Tri County Schools, District #300, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school that they may request.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent may deem appropriate. The superintendent shall have a complaint form prepared which may be used by a parent to express obligations to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent shall make a provision on the complaint form referred to above for receiving information from a parent concerning what specific testing, classroom instruction or other school

experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It is further the policy of the District to notify parents(s) of any student who may be subjected to a standardized norm referenced criterion test or standard test such as MAPS, which is the current means of testing. It shall be the District's responsibility to notify the parent when reasonable to do so, where a sample of such test might be reviewed and the date upon which such test shall be administered. Testing By the District involving experimental evaluation methodologies, experimental testing instrumentals, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, shall be communicated to the parent and a copy of the testing instrument will be available for viewing in the administrative office. A parent may upon completion of the proper form sign their student(s) out of such testing.

Before students are administered any school-sponsored survey that is not required by state law, the school district will notify parents about (1) the nature of the survey, (2) the date and time of the survey, and (3) the purpose and use of the survey. Parents may opt out of any survey that asks students questions about personal or sensitive topics. Parents will also be informed before any personal information is to be collected from students which will be sold or used for marketing or before students participate in health screenings other than those permitted or required by state law. Parents may opt out of these activities as well.

It shall be the policy of the District to leave substantive decision making processes to the professional staff, administration, and board of education, subject to an effort to receive information from parents as to any concern, objections, or other information such parents would wish to provide to the District concerning parental access, involvement, and participation in activities of the school as it relates to the students of the District.

Parents who wish to express a concern or attend a class, assembly or counseling session may obtain forms to make such a request from the office of the superintendent of schools.

ACADEMIC INFORMATION

A student must register for eight classes listed under general headings with the units of credit per year denoted after each course.

AGRICULTURE/AGRIBUSINESS

Careers and Literacy of Agriculture – Grade 7 (12 wk)	
Intro. to Agriculture/Natural Resource Sys.	10
Horticulture – 1 st Semester	5
Landscape & Nursery Management – 2 nd Sem.	5
Agribusiness – 1 st Semester	5
Leadership – 2 nd Semester	5
Natural Resources/Wildlife – 1 st Semester	5
Animal Science – 2 nd Semester	5
Agricultural Special Projects	10
Vet Science	10

BUSINESS EDUCATION

Keyboarding Applications – Grade 7(12 weeks)	
Computer Applications (Gr. 8 – 12 weeks)	
Accounting	10
Advanced Accounting	10
Information Technology Applications I	10
Business Theory and Law	10
Intro. to Business, Marketing & Management	10
Management & Leadership Semester 1	5
Personal Finance Semester 2	5

COMPUTER EDUCATION

Programming I/ Information Technology Fundamentals (offered even graduation yrs)	10
Digital Media (offered odd graduation years)	10

DRIVER'S EDUCATION

Driver's Education - Summer	
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ENGLISH

Language Arts 7	
Language Arts 8	
English 9	10
Sophomore English	10
Junior English	10
Senior English I	10
Senior English II	10
Speech Communications	10
Journalism/Advanced Journalism	10

FINE ARTS

Art 7 (12 weeks)	
Art I	10
Art II - 2D Design/3D Design	10
Art III - Advanced Art/Independent Study	10

MUSIC

Jr. High Band	
Sr. High Band	10
Jr. High Vocal Music	
Sr. High Chorus	10
Guitar	10

FOREIGN LANGUAGE - SPANISH

Spanish 8 (12 weeks)	
Spanish I	10
Spanish II	10
Spanish III	10
Spanish IV	10

INDUSTRIAL TECHNOLOGY

Intro to Industrial Tech – Grade 8 (12 weeks)	
Woods Technology I/Drawing Technology I	10
Advanced Woods Technology	10
Drafting/CAD/CNC	10
Metal Fabrication	10
Carpentry - 1st Semester	5
Small Engine Repair - 2nd Semester	5

MATHEMATICS

Math Connects Course 2 – Grade 7	
Pre Algebra – Grade 8	
Algebra I - Grade 9	10
Geometry – Grade 10	10
Advanced Algebra	10
Business Math	10
Multi Disciplinary Math	10
Pre Calculus & Discrete Mathematics (PDM)	10
Calculus	10

PHYSICAL EDUCATION/HEALTH

Jr. High Physical Education/Health	
Physical Education/Health Grade 9	10
Lifetime Sports and Fitness (Grades 10-12)	10
Weightlifting (Grades 10-12)	10
Fitness Challenge (Grades 7-8)	

SCHOOL-TO-WORK APPRENTICESHIP BLOCK (Grade 12) (With BOE approval)

CREDIT GRANTED

SCIENCE

Life Science 7	
Earth Science 8	
Physical Science 9	10
General Life Science	10
Biology	10
Multi Disciplinary Science	10
Chemistry	10
Physics	10
Ecology	10
Advanced Chemistry	10
Advanced Biology	10

SOCIAL SCIENCE

Social Studies - Grade 7	
World Geography - Grade 8	
American History	10
World History	10
American Government	10
Modern Problems	10

COMPUTER NETWORKING

Computer Networking I (one semester)	5
Computer Networking II (one semester)	5
Computer Networking III (one semester)	5
Computer Networking IV (one semester)	5

TEACHER AIDE/OFFICE AIDE

*Maximum of one assignment per year.	10
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STUDENT CLASS PLACEMENT

The following criteria will be used to determine individual student class placement:

- Grade 7: Enrolled in seventh grade classes;
- Grade 8: Passed 50 credits in seventh grade and enrolled in a majority of eighth grade classes;
- Grade 9: Passed 100 credits during seventh and eighth grade and enrolled in a majority of ninth grade classes;
- Grade 10: Passed 50 ninth grade credits;
- Grade 11: Passed a total of 100 credits during the ninth and tenth grades;
- Grade 12: Passed a total of 150 credits during the ninth, tenth and eleventh grades.

GRADUATION REQUIREMENTS

Recommendation for graduation from high school will be made to the Board of Education by the Principal and Superintendent. To be eligible for this recommendation for graduation from the Tri County Community Schools, a student must have completed the following required program of studies:

Academic:

English	40 Hours
Math	30 Hours
Science	20 Hours
Social Studies	30 Hours
P.E. and Health	10 Hours
Elective	90 Hours

Total Credits ----- 220 Semesters of Attendance ----- 8

*Beginning with the graduating class of 2015, graduation requirements for Science will be 30 Hours for a total of 230 Total Credits.

ACADEMIC AREA, SPECIAL REQUIREMENTS in

English: English 9, English 10, English 11, Sr. English I or Sr. English II.

Social Studies: World Geography, American History and Government.

Prerequisite for Upper Level Science: One year each of Biology and Physical Science or one year of Biology and General Life Science, and a grade average of C or above in these basic courses.

Exceptions to this regulation may be made by the Board of Education upon recommendations of the Superintendent and faculty. All such recommendations shall be supported with justifiable reasons.

JUNIOR HIGH REQUIREMENTS

Students in Grades 7 & 8 are required to successfully complete the following courses: English, Social Studies, Math, Science, Physical Education/Health. A failing grade in any of these courses will constitute that the course be retaken. It shall be retaken for the semester that the failing grade is recorded.

Junior High Band and Vocal Music will be taught five days a week, each during a different class period. ~~Seventh Graders must take Vocal Music.~~ A student may enroll in both Band and Vocal Music if they want.

MID YEAR GRADUATION

No student will be allowed to graduate at mid-year unless extenuating circumstances prevail. The final decision will be made by the Board of Education.

SCHOLARSHIP RECOGNITION

The Tri County Public Schools acknowledges the scholarship achievement of its graduating seniors by publishing these achievements. Scholarships and financial aid made available to Tri County students through any organization or group are intended to be used for college purposes. In the event the sponsoring agency does not specify the criteria of making such an award, it is to be issued to a student of high scholastic ability as determined by the individual student's scholastic record. Financial needs are considered and the scholarship will be issued only to students who intend to make use of it to further their education.

SCHEDULE CHANGES

A student may change their class schedule during the school term only with consent of the Principal, Guidance Counselor, and the teachers involved. Students have one week at the beginning of each semester in which to request schedule changes for that semester.

PROGRESS REPORTS

Teachers are asked to file reports in the Principal's office concerning any student who is doing unsatisfactory work or not working to their capability in class. These reports are mailed home three times during the semester to inform parents of the academic progress. Reports are mailed after 4 ½ weeks of school, 9 weeks of school and at 13 ½ weeks of school per semester. Conferences may be arranged to discuss the possible causes of the unsatisfactory work and to seek a cooperative method of improvement.

COMMENDATION REPORTS

If a student is doing excellent academic work, an up-slip may be sent to the parent. A student that has demonstrated poor performance and improves their academic achievement to or above their ability level should receive an up-slip.

GRADE CARDS

Grade cards will be distributed every grading period of the school year. These copies are sent home for the parents to examine and need not be returned. They are your record of class achievement. The administration considers the high school student mature and responsible, and therefore feels it unnecessary for the student to return the grade cards to the school with parents' signatures. The grade cards will evaluate scholastic achievement, tardiness, and attendance.

GRADING SYSTEM

So that your rate and extent of progress can be measured, recorded, and reported to you and your parents, a grading system needs to be used. All reporting of grades for academic accomplishments will be done by letter grades. So that you may compare your grade with percentage grade, the following is presented:

A - Superior	93-100
B - Above Average	86-92
C - Average	78-85
D - Below Average	70-77
F - Failing	Below 70
I - Incomplete	
E - Effort (Credit Granted)	

The `E' grade is considered to be passing and credit will be given for the class, although a letter is not recorded. The decision to record an `E' rather than a letter grade is made by a committee composed of the teacher, counselor, and the principal. Receiving an `E' grade for one semester does not automatically imply that the student will receive this grade in the same class at the end of the future grading periods.

INCOMPLETES

An incomplete will be given when a student's work for a semester is not complete. Unfinished work must be complete within 10 school days from the end of the previous grading period. Failure to complete the work shall result in failing the course. The time limit may be extended due to extenuating circumstances such as prolonged injury or illness. The final decision will be made by the teacher, counselor, and principal. Incomplete grades are considered "failing" for activity eligibility purposes.

LATE PAPER POLICY

We believe that each assignment is important to student learning, therefore students must complete all assigned work. Teachers establish individual classroom guidelines regarding their completion of assigned work. If requirements are not met, a four-hour Saturday School will be assigned for the work not completed during that week of school.

- Phase One: If the student fails to report to the assigned Saturday School, the student will serve two consecutive Saturday Schools.
- Phase Two: If the student has recurring Saturday School absences, the consequences for the student may include: being required to attend school on any pre-scheduled days off from school with the exception being Holiday breaks or have an in school suspension.

HONOR ROLL

In an effort to recognize a high level of achievement in a scholastic endeavor, an Honor Roll will be published each reporting period. Full-time students (7 out of 8 classes at Tri County site unless modified by administration) who receive a **3.60 grade point average will be noted on the Honor Roll list. Students that maintain a 3.20 grade point average will be listed on the Honorable Mention list.** All subjects are used to compute the honor rolls. A grade of C must be achieved in the exception classes to be considered for the Honor Roll. Junior High Exploratory classes are not included in

computing honor roll. A student who received an incomplete will not be considered for the Honor Roll unless the incomplete is removed before the publishing of the Honor Roll.

SEMESTER TESTS

Semester tests will be given to all students during the first semester for grades 9-12 in the core subject areas. Elective class finals will be by teacher discretion.

Seventh and eighth grade students will not be given semester tests. Semester tests will count 10% of the semester grade.

A block of 90 minutes will be scheduled for tests; however, tests will be created to not exceed 60 minutes. (This allows plenty of time for students who may need more time to complete a test to do so in the block of time allotted.)

Second semester tests will be given to all students grades 9-11 in the core subject areas, and the elective classes will be by teacher discretion. (**NOTE: Senior requirements for second semester tests)

If a senior meets the following requirements, that senior may have the option of not taking the final in the class in which the requirements are met.

- A senior with a “C” average may opt out of the final exams in the class periods where he/she misses no more than one day a semester (two total absences per period). For example, if a senior’s first and second quarter grades average out to a “C” in Government and English, and that senior has missed no more than one day each semester in those two class periods, that senior may opt out of those two finals.
- A senior with a “B” average may opt out of the final exams in the class periods where he/she misses no more than two days a semester (four total absences per period).
- A senior with an “A” average may opt out of the final exams in the class periods where he/she misses no more than three days a semester (six total absences per period).

Seniors will be required to take finals if they do not meet the above requirements. Seniors who meet the requirements will still be required to be in school on semester test days, but the students will be provided a place of refuge to ensure test etiquette in the classrooms.

ACTIVITIES

Students are encouraged to participate in one of the extra-curricular activities offered at Tri County. The purpose of the school activity program is to allow students the opportunity to display leadership, cooperative attitudes, and excellence in talents. The valuable activities are:

FBLA
FFA

Senior High Student Council
Letter Club

Mock Trial
Yearbook Club
Football
Basketball (Boys & Girls)
Wrestling
Track (Boys & Girls)
Cross Country (Boys & Girls)
National Honor Society
Jr.-Sr. Banquet and Prom
Athletic Banquet
Academic Banquet
Golf (Girls)
Volleyball

Class Organizations - Seniors, Juniors,
Sophomores, Freshmen, Eighth,
Seventh
Jr. High Basketball (Boys & Girls)
Jr. High Track (Boys & Girls)
Jr. High Wrestling
Jr. High Volleyball
Jr. High Football
Thespians
Spanish Club
Extra-Curricular Vocal Music
Extra-Curricular Instrumental Music
Speech
One Act Play

NSAA PRE-PARTICIPATION CONSENT FORM

The Nebraska School Activities Association (NSAA) requires that all students participating in any Nebraska School Activities Association activity (athletic and non-athletic) complete and submit to the school a properly signed "Student and Parent Consent Form" before participating in an activity. Nebraska school activities covered include the following: Baseball, Track, Golf, Football, Softball, Tennis, Speech, Wrestling, Cross Country, Basketball, Soccer, Volleyball, Music, Play Production, Debate, and Journalism. This consent form is available in the Jr.- Sr. High School Principal's office.

ELIGIBILITY

In order to be eligible for extra-curricular activities, students in grades 7-12 must be passing 25 semester credit hours (6 classes). Grades in all subjects will be reported each Monday beginning the third week of each quarter. Students not passing 3 subjects will be declared ineligible and will not be allowed to represent Tri County in any interscholastic activity, including athletic contests, until the above requirement has been met. Incompletes will be treated as a failing grade. Students are expected to practice with their team during the ineligibility period and attend the activity as a spectator. Ineligibility will run from Tuesday through Monday, at which time grades will be checked again. For a student to be eligible at the beginning of a school year, he/she must also have passed a minimum of 25 credit hours from the preceding semester.

FUNDRAISING

The art and activity of fundraising is a unique experience for those involved. In an effort to coordinate and facilitate fund raising at Tri County by in-school and/or out of school organizations, any fund-raiser at Tri County Schools or using the Tri County name must be approved in advance by a school official i.e. athletic/activities director, principal, or superintendent in that order.

JUNIOR CLASS FUNDRAISER

The Junior Class fundraiser buys a senior's way to prom and graduation expenses. Please note that it does not include your own expenses for prom. Each junior class

member is responsible for selling 15 items during the magazine sales campaign (or) paying \$120.00 in lieu of selling magazines. Each item sold during the magazine sales campaign is worth \$8.00. If you sell the suggested minimum of 15 items, you will not owe any of the \$120.00 responsibility. If you sell 12 items, you will owe \$24.00 . . . etc. Please note also that the \$120.00 listed above does not include the cost of your meal at prom. If everyone stops selling magazines when they reach 15 items, we will have to charge each junior attending prom additional money for their own meal. The idea is to sell as many items as possible during the magazine sales campaign with a minimum of 15.

PHYSICAL EDUCATION LOCKERS

Students enrolled in physical education or out for athletics will be issued a combination lock from the physical education teacher at the time the lock is issued, however, the replacement cost will be assessed for lost or damaged locks.

MUSIC GROUPS

Students who enroll in Instrumental and Vocal Music classes are expected to participate in public concerts and contests when their group is representing the school in these events.

ORGANIZATIONS

The student enrollment should provide sufficient talent for the many elected offices within the student organizations. A student will be allowed to hold only three offices. Student council representatives do not count as a part of the three office regulations. Special situations should be discussed with the Administration.

The secretary of each organization will be expected to maintain a neat and correct copy of the minutes and business of each meeting. These minutes should be signed after each meeting by the secretary, president, and sponsor.

The treasurer and sponsor of each organization should see that an accurate record is maintained concerning all money handled by the organization on a regular monthly basis. The Office will issue a monthly report to the treasurer of each organization reflecting the financial status of that activity account. Treasurer's books will be kept in the Principal's office.

Students may not charge purchases to an activity account at the local store or elsewhere, without a signed purchase order. Unauthorized purchases will be the responsibility of the purchaser.

All organizational books will be closed at the end of the regular school year. Consequently, no purchases on account will be made by any organization after the conclusion of the school year. If purchases are necessary after this date, application for immediate payment will be made. The records of each organization will be turned in to the Office at the end of the year so that they will be available for the school audit.

ORGANIZATION MEETINGS

All organization meetings will be scheduled through the Principal's office. As a general rule, organization meetings will meet before school begins in the morning or during IAP. It is the intent that organization meetings not infringe on class time during the school day.

PHYSICAL EXAMINATIONS

All students who participate in athletics must have a physical examination by a physician. A Tri County Permit Form must be completed and on file with the Athletic Director before the student will be permitted to participate in a practice or contest. This form must be obtained in the Jr.- Sr. High School office. (This examination will fulfill the 7th grade entrance physical examination requirement). Physical Examinations must be done after May 1 to count for the next school year. Each student who expects to participate in athletic contests shall present to the superintendent or principal once each year, before actual participation in any interschool sport, a physician's certificate on a form recommended by the NSAA that he/she is physically fit for athletic participation. The individual giving a physical examination for the purpose of certifying a student is physically fit to participate in athletic activities should be licensed to diagnose, treat, or recommend treatment in the areas covered by the recommended physical examination form. The individual giving a medical opinion must do so within the scope of his/her training and within the limits defined by state statutes as to services which can be legally performed by the field of practice to which the individual belongs. The requirement that a student must have a physical examination once each year has been interpreted to mean the examination must be given during the school year in which the student participates or during the summer vacation period which precedes the school year in which the individual participates. A physical taken in the summer vacation period or anytime during the school year is good only to the end of the school year. Any physical taken May 1 or after will be considered a part of summer vacation. The completed physical examination forms must be kept on file at the local high school.

SCHEDULING ACTIVITIES

Each class may sponsor one social activity each year for their class. All school sponsored activities must have faculty supervision, and be approved by the Secondary Principal.

Week night social activities should end by 10:30 p.m. Weekend activities (Friday and Saturday) should end by 11:30 p.m. Any extensions of these times should be approved by the Principal in advance. All activities are to be scheduled at least one week in advance. Request for transportation must have advance approval.

Wednesday evening (after 6:30 p.m.) and Sunday, school sponsored activities and/or practices are permitted only with prior approval of the Board of Education. The Wednesday evening limitation does not include State sponsored or Conference sponsored activities.

STUDENT COUNCIL

The Senior High Student Council is composed of elected members from each of the four Senior High classes and its officers. Elections are held in the spring in accordance with the student council constitutional guidelines.

The purpose of the Student Council is to promote better relations and understanding between the students and faculty and between the students and the community, and to afford training in leadership and citizenship. They welcome student comments. All meetings are arranged through the Principal's office and are open to the student body. You are urged to attend with proper arrangements secured through the Principal's office.

HOMECOMING

Annually, one of Tri County's home football games is designated as homecoming. A Homecoming King and Queen are crowned in a ceremony conducted by the Student Council. All students attending the Homecoming dance will be breathalyzed before being allowed entrance. This is to ensure that the students are afforded a safe and alcohol free environment.

PROM, JUNIOR-SENIOR BANQUET

A highlight of the spring season, this activity is planned and sponsored by the Junior class. The Junior Class is limited to a total expenditure of \$2,500 for banquet and prom. Any expenditure over that must have prior administrative approval. All students attending the Junior-Senior Banquet and Prom will be breathalyzed before being allowed entrance. Prom guests must be a sophomore, junior or senior or through 19 years of age. This is to ensure that the students are afforded a safe and alcohol free environment.

DANCES

Individuals in good academic/behavioral standing and are in seventh grade through 19 years of age are eligible to attend Tri County sponsored high school dances. Also, under no circumstances may a student sign up a guest of the same gender as himself/herself.

ATHLETIC BANQUET

Special recognition is given each spring to the Tri County athletes and fans at the Athletic Banquet. A highlight of the Banquet is the announcement of the recipient of the outstanding male and female Athletic Award. This special award is given each year to Tri County's "outstanding senior athletes."

ACADEMIC BANQUET

An Academic Banquet is held in the spring of each school year to recognize full-time students in grades 7-12 who have attained top ten percent status and/or maintained a 3.9, or better, cumulative GPA.

NATIONAL HONOR SOCIETY

Individuals at the sophomore status or above receiving a 3.7 cumulative GPA will be invited to submit an application to gain membership to the National Honors Society. A

notice letter will be sent out in February with the selection taking place in March and induction held every April. The applications will be reviewed by the advisory council, which will determine if the student meets all the criteria.

HONORS CONVOCATION

A special convocation may be held each year before the graduating class departs to recognize student achievement in scholastic and extra-curricular activities. The public is invited to attend this assembly. The program planning is the responsibility of the local National Honor Society Chapter.

GRADUATION

The date is set by the Board of Education. The time is determined by the senior class. The valedictorian of the class will deliver the Senior Address and the salutatorian will deliver the Farewell Address at graduation exercises. Other members of the senior class to speak at graduation may be determined by the seniors with the approval of the Principal. The top 10% of the graduating class, National Honor Society members in the graduating class, students achieving academic fitness as prescribed by the U.S. Department of Education, and those graduated that have been on the high honor roll all eight semesters will be recognized.

Beginning with the graduating class of 2013 recognition of valedictorian/salutatorian and graduation speakers will change. The Latin System used by colleges and other high schools across the nation will be implemented at Tri County High School, effective in the spring of 2013. Implementation of the Latin System will allow for more student recognition and replace the valedictorian/salutatorian recognition currently used. Students at Tri County High School who have attained academic excellence and high achievement on the basis of cumulative grade point average are recognized with the following honors:

Cum Laude-Students who have achieved a GPA between 3.50-3.69.

Magna Cum Laude-Students who have achieved a GPA between 3.70-3.89.

Summa Cum Laude – Students who have achieved a GPA of 3.90-4.0

In addition to the above honors, graduating seniors will continue to be recognized in the following areas: top 10% of the graduating class, National Honor Society members in the graduating class, seniors achieving the President's Education Award prescribed by all US Department of Education, and the seniors who have been on the high honor roll all eight semesters.

Graduation Speakers: Any senior with a cumulative GPA of 3.5 or higher will be eligible to be one of three speakers at the graduation ceremony. Students who wish to speak will submit and present their speech before a panel consisting of Board of Education members, administrators and/or teachers. This panel will select the three speakers for the graduation ceremony, and the decision of the panel will be final.

SCHOOL COLORS: Royal Blue, Green Bay Gold, White

SCHOOL EMBLEM: Trojan

SCHOOL SONG: Come, Trojans, let us stand, pledge loyalty forever to our Alma Mater, dear so dear; Warriors bold in Blue and Gold; prove our valor year by year. And so we join our hearts with those who've gone before us and we give a mighty cheer, now hear. Hip, Hooray, Let's Go, we're going to see another Trojan Victory, Hey!

STUDENT DISCIPLINE (Board of Education Policy: JDA)

STUDENT SUSPENSION, EXPULSION, EXCLUSION

Purpose

The purpose of the Student Discipline Act of 1994 shall be to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective assembly protected under the Constitution of the State of Nebraska and of the United States and in recognition of the right of every student to public education prior to being subject to emergency exclusion, short or long term suspensions, expulsions, or mandatory reassignments.

Rules and Standards

1. The school board or board of education shall establish and promulgate rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out any educational function, if such rules and standards are clear and definite so as to provide clear notice to the student and his or her parent or guardian as to the conduct prescribed, prohibited, or required there under. Notwithstanding any other provisions contained in the Student Discipline Act of 1994, the school board or board of education may, by rule, specify a particular action as a sanction for a particular conduct. Any such rule shall be binding on all students, school officials, board members, and hearing examiners. Expulsion may be specified as a sanction for particular conduct only if the school board or board of education finds that the type of conduct for which expulsion is specified has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or to otherwise seriously interfere with the educational process.
2. All rules and standards established by school officials, other than the board, applicable to students shall not conflict with rules and standards adopted by the board. The board may change any rule or standard in accordance with policies which it may from time to time adopt.
3. Rules or standards which form the basis for discipline shall 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 building during the school year. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to each student and his or her parent or guardian.

Definitions

For purposes of the Student Discipline Act of 1994, unless the context otherwise requires:

1. Long-term suspension shall mean the exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days;
2. Expulsion shall mean exclusion from attendance in all schools within the system up to the remainder of the semester unless the expulsion occurs in the last ten school days prior to the end of the semester in which case the expulsion may be extended through the entire next semester;
3. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action;
4. Emergency exclusion shall mean immediate exclusion if the student has a dangerous disease, or his or her conduct presents a threat to the physical safety of the school community, or behaviorally is very disruptive.

Notice

Any statement, notice, recommendation, determination, or similar action specified in the Student Discipline Act of 1994 shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

SCHOOL PERSONNEL AUTHORIZED ACTIONS

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act of 1994, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

EMERGENCY EXCLUSION

The school board or board of education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any pupil from school for conduct prohibited by the board's rules or standards established pursuant to the Student Discipline Act of 1994 if such emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment complies with the procedures required by the act.

Emergency Exclusion Procedure

- 1) Any student may be excluded from school longer than five days 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.

- 2) Any emergency exclusion shall be based upon a clear factual situation warranting such.
- 3) If the superintendent or his /her designee determines that such emergency exclusion shall extend beyond five days, the school shall follow the Board of Education adopted hearing procedure for considering the extension of an emergency exclusion.

SHORT-TERM SUSPENSION PROCESS AND PROCEDURE

- 1) The principal may deny any student the right to attend school or to take part in any school function for a period of up to five school days on the following grounds:
 - a) Conduct constituting grounds for expulsion as set out in the Student Discipline Act; or
 - b) Any other violation of rules and standards of behavior adopted under the act.
- 2) Such short-term suspensions shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 3) Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him or her, an explanation of the evidence the authorities have, and an opportunity to present his or her version.
- 4) Within 24 hours or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student and his or her parent or guardian describing the student's conduct, misconducts, or violation of the rule or standard and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent or guardian before or at the time the student returns to school.
- 5) Any student who is suspended pursuant to this section may be given an opportunity to complete any class work, including but not limited to, examinations missed during the period of suspension. Each public school district shall develop and adopt guidelines stating the criteria school officials shall use in determining whether and to what extent such opportunity for completion will be granted to suspended students. The guidelines shall be provided to the student and parent or guardian at the time of suspension.

SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT CRITERIA

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds or during an educational function or school sanctioned event off school grounds:

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or

other action undertaken on the reasonable belief that it is necessary to protect some other person shall not constitute a violation of this subdivision;

- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- 6) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in sections 28-401 of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or an inhalant;
- 7) Public indecency;
- 8) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree;
- 9) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 10) A repeated violation of any rules and standards if such violations constitute a substantial interference with school purposes;
- 11) Insubordination – willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
- 12) Abusive language – the use of language, written or oral, or conduct, including gestures, which is profane or abusive to student or staff members;
- 13) Inappropriate dress – dressing in a manner that is dangerous to the student’s health or safety of others, or which is distracting or indecent to the extent that it interferes with the educational process;
- 14) Bus rules – willfully violating the behavioral expectations for those students riding in school vehicles;
- 15) Bullying – engaging in any form of bullying behavior while on school grounds, in school vehicles, and at activities sponsored by the district. “Bullying behavior” is defined as any overt act by a student with the intent or effect of ridiculing, humiliating, or intimidating another student.
- 16) Sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically.

Students and parents are encouraged to inform teachers or administrators orally or in writing about suspected bullying. School employees are required to inform the administration of all such reports. The appropriate building principal shall promptly investigate all such reports.

LONG-TERM SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT PROCEDURES

If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:

- 1) On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act of 1994;
- 2) Such written notice shall include the following:
 - a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject;
 - c) A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing upon request, on the specified charges;
 - d) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f) A form on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
- 3) When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date of 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 action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

Nothing in the Student Discipline Act of 1994 shall preclude the student or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

LONG-TERM SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT HEARING

- 1) If a hearing is requested within five school days after receipt of the notice, the superintendent shall appoint a hearing examiner who shall, within two school days after being appointed, give written notice to the principal, the student, and the student's parent, or guardian of the time and place for the hearing.
- 2) The hearing examiner shall be any person designated by the school district's superintendent, board of education, or counsel, if such person (a) has not brought

the charges against the student, (b) shall not be a witness at the hearing, and (c) has no involvement in the charge.

- 3) The hearing shall be scheduled within a period of five school days after it is requested, but such time may be changed by the hearing examiner for good cause. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
- 4) The principal or legal counsel for the school, the student, and the student's parent or guardian, or representative, shall have the right to examine the records and written statements referred to in the Student Discipline Act of 1994 as well as the statement of any witness in the possession of the school board or board of education at a reasonable time prior to the hearing.
- 5) Hearing: Examiner Duties
In addition to the other duties provided by the Student Discipline Act of 1994, it shall be the duty of the hearing examiner to remain impartial throughout all deliberations. The hearing examiner shall be available, prior to any hearing held pursuant to the act, to answer any questions the principal, the student, or the student's parent or guardian may have regarding the nature and conduct of the hearing.
- 6) Hearing: Not requested
If a hearing is not requested by the student or the student's parent or guardian within five school days following receipt of the written notice, the punishment recommended in the charge by the principal or his or her designee shall automatically go into effect upon the fifth school day following receipt of the written notice by the student or his or her parent or guardian.
- 7) Hearing: Requested Within Thirty Days
If a hearing is requested more than five school days but not more than thirty calendar days following the actual receipt of written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination.
- 8) Hearing: By Whom Attended: Witnesses
Any hearing conducted pursuant to the Student Discipline Act of 1994 shall be attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and counsel for the school's board of education, if the hearing examiner or the superintendent deems it advisable. Witnesses shall be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed. The student's representative may be an attorney. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing.
- 9) Hearing: Legal Counsel: Powers and Duties
The school board, acting through the superintendent, may cause legal counsel to be present either for the purpose of acting as the designee of the principal or for the purpose of advising the hearing examiner in the conduct of the hearing. Any legal counsel who acts as the designee of the principal in presenting the school's case against the student shall not advise the hearing examiner on the conduct of the hearing or later advise administrators or school board members on the conduct of any appeal, but legal counsel may give advice on technical and procedural aspects of the school's presentation and may advise the hearing examiner and the school

board as long as the legal counsel does not act as the principal's designee in presenting the school's case.

10) Hearing: Student Testimony

At a hearing, the student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, in such case, shall not be threatened with punishment nor be later punished for refusal to testify.

11) Hearing: Evidence on Student's Conduct and Records

At a hearing, the principal shall present to the hearing examiner statements, in affidavit form, of any person having information about the student's conduct and the student's records but not unless such statements and records have been made available to the student or the student's parent, guardian, or representative prior to the hearing. The information contained in such records shall be explained and interpreted, prior to or at the hearing, to the student, parent or guardian, or representative, upon request, by appropriate school personnel.

12) Hearing: Witnesses, Testimony, Cross-Examination

The student, the student's parent, guardian, or representative, the principal, or the hearing examiner may ask witnesses to testify at the hearing. Such testimony shall be under oath, and the hearing examiner shall be authorized to administer the oath. The hearing examiner shall make reasonable effort to assist the student or the student's parent, guardian, or representative in obtaining the attendance of witnesses.

13) Hearing: Witnesses, Immunity

Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

14) Hearing: Recorded, How Paid

The proceedings of the hearing shall be recorded at the expense of the school district.

15) Hearing: Witnesses: Immunity

- a) When more than one student is charged with violating the same rule and having acted in concert, and when the facts are substantially the same for all such students, a single hearing may be conducted for such students as a group if the hearing examiner believes that a single hearing is not likely to result in confusion and that no student shall have his or her interests substantially prejudiced by a single hearing.
- b) If during the conduct of the hearing the hearing examiner finds that a student's interests will be substantially prejudiced by a group hearing or that the hearing is resulting in confusion, the hearing examiner may order a separate hearing for any student.

16) Hearing: Hearing Examiner; Report; Contests; Review; Final Disposition; How Determined

- a) After a hearing, a report shall be made by the hearing examiner of his or her findings and a recommendation of the action to be taken, which report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

- b) A review shall be made of the hearing examiner's report by the superintendent, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.
- c) The findings and recommendations of the hearing examiner, the determination by the superintendent, and any determination on appeal to the governing body, shall be made solely on the basis of the evidence presented at the hearing or, in addition, on any evidence presented on appeal.

17) Hearing: Final Disposition; Written Notice; Effect

- a) Written notice of the findings and recommendations of the hearing examiner and the determination of the superintendent shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice by the student, parent, or guardian, the determination of the superintendent shall take immediate effect.
- b) The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (1) 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 (2) 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. Such action may be modified or terminated by the school district at any time during the expulsion period.
- c) The expulsion of a student for (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student or (2) the knowing and intentional possession, use or transmission of a firearm or other dangerous weapon shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
- d) Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the superintendent.

18) Case Record

The record in a case under the Student Discipline Act of 1994 shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the superintendent. With respect to any appeal

to a court or any subsequent appeal, the record shall consist, in addition, of any additional evidence taken and any additional action taken in the case.

19) Hearing: Appeal to School Board of Education; Procedure

a) The student or the student's parent or guardian may, within seven school days following receipt of the written notice of the determination of the superintendent, appeal the superintendent's determination to the school board or board of education by a written request which shall be filed with the secretary of the board or with the superintendent.

b) A hearing shall be held before the school board or the board of education within a period of ten school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and superintendent, except that the hearing may be held before a committee of the school board or board of education of not less than three members. Such appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded.

20) Hearing: Appeal; School Board or Board of Education; Powers and Duties

a) After examining the record and taking new evidence, if any, the school board or board of education or the designated committee thereof may withdraw to deliberate privately upon such record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding but may be held in the presence of legal counsel who has not previously acted as the designee of the principal in presenting the school's case before the hearing examiner.

b) If any questions arise during such deliberation which requires additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the right of all parties to be present.

c) The board may alter the superintendent's disposition of the case if it finds the decision to be too severe but may not impose a more severe sanction.

21) Hearing: Appeal; Board; Final Action

The final action of the board shall be evidenced by personally delivering or mailing by certified mail a copy of the board's decision to the student and his or her parent or guardian.

22) Final Decision: Judicial Review; Appeal to District Court

Any person aggrieved by a final decision in a contested case under the Student Discipline Act of 1994, whether such decision is affirmative or negative in form, shall be entitled to judicial review. Noting in the act shall be deemed to prevent resorting to other means of review, redress, or relief provided by law.

Judicial Review: Procedure

1. Proceedings for review shall be instituted by filing a petition in the district court of the county where the action is taken within thirty days after the service of the final decision by the school board or board of education.
2. All parties of record shall be made parties to the proceedings for review. The court, in its discretion, may permit other interested persons to intervene.
3. Summons shall be served as in other actions, except that a copy of the petition shall be served upon the board together with the summons. Service of summons upon a duly elected office of the board or the appointed secretary of the board shall constitute service on the board.

4. The filing of the petition or the service of the summons upon the board shall not stay enforcement of a decision, but the board may stay enforcement, or the court may order a stay after notice to such board of application therefore and upon such terms as it deems proper.
5. The court may require the party requesting such stay to give bond in such amount and condition as the court may direct but only in cases involving injury or damage to person or property.
6. **Judicial Review: Transcript of Record and Proceedings**
Within fifteen days after service of the petition or within such further time as the court for good cause shown may allow, the school board or board of education shall prepare and transmit to the court a certified transcript of the record, which shall include the rules and regulations of the school board relied upon by the school district in its determination to suspend, reassign, or expel the student and the proceedings conducted before it, including the final decision sought to be reversed, vacated, or modified. The school board need not file any responsive pleading.
7. **Judicial Review: Conducted Without a Jury**
 - a) The review shall be conducted by the court without a jury on the record.
 - b) The court may affirm the decision of the school board or board, remand the case for further proceedings, or reverse or modify the decision if the substantial rights of the petitioner may have been prejudiced because the board's decision is:
 - i) In violation of constitutional provisions;
 - ii) In excess of the statutory authority or jurisdiction of the board;
 - iii) Made upon unlawful procedure;
 - iv) Affected by other error of law;
 - v) Unsupported by competent material and substantial evidence in view of the entire record as made on review; or
 - vi) Arbitrary or capricious.

HOMELESS STUDENTS, ENROLLMENT OF

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any

county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the Superintendent of Schools who may be contacted at 683-2015.

FIREARMS AND WEAPONS POLICY

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds except as permitted by this policy.

Definition of Firearm. The term firearm is defined as any object which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

Weapon. Students and visitors under the age of 18 may not knowingly possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon. The term weapon is defined as a firearm or any object or material that is ordinarily or generally considered a weapon.

EXCEPTIONS REGARDING FIREARMS. This prohibition does not apply to (1) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, peace officers or other duly authorized law enforcement officers when on duty or training, (2) firearms which may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor, or (3) firearms contained within a private vehicle operated by a non-student adult which are not loaded and are encased or are in a locked firearm rack that is in a motor vehicle.

Definition of encased. The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences. Federal law requires that a student who brings a firearm on to the school grounds be expelled from school for a year. State law and this policy provide that any student who violates this policy may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned.

FIREARMS, CONFISCATION OF

Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm which is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools.

WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw from school students should do the following:

1. Report to the Principal's Office and receive a "checkout" sheet to take to the teachers.
2. Return this sheet to the Principal's office with the signatures of the librarian, teachers, and secretary indicating that all books and supplies have been returned to them and that all fines and outstanding bills have been paid.

FIRE DRILL PROCEDURES

Fire drills will be held once a month during the year to make certain that a rapid but orderly exit may be made from the building at any time, complying with the following procedures:

1. When the fire signal is given, leave your books and coats.
2. Turn off all room and hall lights and pick up emergency packet.
3. Close all doors and go quickly and orderly in single file to your assigned exit.
4. After you are outside the building, move back to the assigned area and check in with the area leader.
5. Remember, students are to walk rapidly but not run.

Recommendations for Implementing the Fire Drill Procedures:

1. Students are to be directed to leave the building in single file in an orderly manner.
2. The instructor should be the last to leave the room, shut off the lights and close the doors.
3. Instructors, who are the last to leave the building, should turn off all hall lights.
4. When exiting the building, the first person to arrive at each exit will secure the door in the open position so that traffic may flow freely.
5. Instructors from the following classrooms are to check restrooms as they leave the building:
 - a) C-Wing Restrooms
 - i) Boys - C116
 - ii) Girls - C121
 - b) A-Wing Restrooms
 - i) Boys - Principal's Office
 - ii) Girls - Media Specialist
 - c) Boys Locker Room Restrooms - Boys P.E. Instructor
 - d) Girls Locker Room Restrooms - Girls PE Instructor
 - e) Vocational Area Restrooms - Ag Instructor
 - f) D-Wing Restrooms
 - i) Boys - Custodians
 - ii) Girls - Food Service Staff

FIRE EXIT ASSIGNMENTS

ROOM LISTINGS AND FIRE EXIT NUMBERS

WING A

Room Number	Exit Number
A111	A6
A112	A6
Supt. Office	A1
Teachers Lounge	A1

WING B

Room Number	Exit Number
Boys PE	B2, B3
Weight Room	B3
Girls PE	B4
Stage	B2
Restrooms	A6
Gym	B3, B4
B100	A1
B101	C1
Cafeteria	B1
Auditorium	A1
Media Center	Media Exit
Computer Lab	A1
Guidance Office	C3
Principal's Office	C1

WING C

Room Number	Exit Number
C101	C1
C102	C1
C103	C1
C104	C2
C105	C1
C106	C2
C107	C2
C108	C2
C109	C109 Exit
C110	C2
C111	C2
C112	C Bus. Room Exit
C113	C2
C114	C2
C116	C3
C117	C3
C120/121	C3
Restrooms	C3

WING D

Room Number	Exit Number
Ag Room	D2
Metals Shop	D2
D108	D2
Drafting	D2
Instrumental	D1
Vocal Room	D1
Kitchen	B1
Custodians	B1

Revised March,
2006

EMERGENCY TORNADO PROCEDURES

Tornado Drills will be held during the year when necessary to make certain that all students can conduct themselves in a Tornado Emergency situation.

1. When a tornado alert is given, leave your books and coats. If the electricity is off, the use of the portable battery operated microphone and officials' whistle will be utilized to warn students.
2. All inside classroom doors should be open.
3. Custodial staff will turn off all lights, water, and gas at main switches.
4. Students move to assigned places quickly and quietly. Stay calm and do not panic.
5. All teachers will take grade books with them to account for all their students.

RECOMMENDATIONS FOR IMPLEMENTING THE EMERGENCY TORNADO PROCEDURES:

Designated Tornado Areas:

A Wing will report to the Elementary Locker Room/Music Room (will be used for overflow)

B Wing will report to the Boys Locker Room.

C Wing will report to the Boys Locker Room.

D Wing will report to the Girls Locker Room.

**It is imperative that all students and staff report to the designated areas as quickly as possible.

If sufficient time is not available for evacuating rooms follow these procedures:

1. Students should sit on floor next to inside walls of classroom or hallway.
2. Students should put their head face down, under table, if possible.
3. Students should stay away from windows.
4. In the Auditorium, students should crouch on floor between seats with their heads down.
5. Students should remain calm and stay in place until all clear is given.

BUS EMERGENCY TORNADO PROCEDURES:

1. Alert over two-way radios.
2. Empty buses if at all possible, students lie flat in ditches south or west of bus, face down, and stay calm.
3. Staying in buses - lie on floor and put heads under seats, remain calm.
4. Students remain in position until all clear is given.

(Revised May, 2008)

2011 - 2012 DAILY SCHEDULE

8:00 a.m.	Teachers	1: 26 p.m.	Period 7
8:00 a.m.	Buses Arrive	2:01 p.m.	Clean-up Bell
8:02 a.m.	Warning Bell	2:11 p.m.	Bell Rings
8:05 a.m.	Period 1	2:14 p.m.	Period 8
8:40 a.m.	Clean-up Bell	2:49 p.m.	Clean-up Bell
8:50 a.m.	Bell Rings	2:59 p.m.	Bell Rings
8:53 a.m.	Period 2	3:02 p.m.	Period 9 IAP
9:28 a.m.	Clean-up Bell	3:25 p.m.	Clean-up Bell
9:38 a.m.	Bell Rings	3:35 p.m.	Bell Rings
9:41 a.m.	Period 3		
10:16 a.m.	Clean-up Bell	3:41 p.m.	All Buses Depart
10:26 a.m.	Bell Rings	4:00 p.m.	Teachers Depart
10:29 a.m.	Period 4		
11:04 a.m.	Clean-up Bell		
11:14 a.m.	Bell Rings		
11:17 a.m.	Period 5		
11:52	Clean-up Bell		
12:02 p.m.	Bell Rings		

Period 6:

LUNCH DISMISSAL SCHEDULE:

Class	12:38 – 1:23 p.m.	Lunch A:	12:05–12:35 p.m.
Class	12:05-12:50 p.m.	Lunch B:	12:53-1:23 p.m.
12:40 p.m.	Clean-up bell		
1:13 p.m.	Clean-up Bell		12:35 p.m. to Period 6 class bell rings
12:45 p.m.	- Lunch bell rings		
1:23 p.m.	- first bell to go to Period 7 class		

WEATHER PROCEDURES, STORMY

On mornings when the weather is sufficiently bad enough to call off or delay school, the Superintendent will notify ALERTNOW to call all staff and students, radio stations KFAB in Omaha, KWBE in Beatrice, KUTT/KGMT in Fairbury and television station KOLN-TV in Lincoln. Parents and students are encouraged to listen to KFAB-Omaha @1110 AM or KWBE-Beatrice @1450 AM for the emergency announcements. The other stations such as will be contacted as well, but they are often more difficult to reach for timely information early in the morning. All notification will try to be made by 6:45 a.m. so that they can broadcast the announcement before 7:00 a.m. All school employees should listen for these announcements so that telephone calls are held to a minimum.

On mornings when it is snowing, but no school closing announcement has been made, buses will pick up students as usual and bring them to their respective schools. If the

weather worsens, a decision whether to continue with school will be made. If it is necessary to close school, the Superintendent will notify the bus drivers, AlertNow, the radio and television stations, and the Principals. The Principals will notify the cooks, custodians, secretaries, teachers and students.

Here are some general points to remember if parents begin calling about the possibility of canceling school:

1. ALERTNOW will call all staff and parents notifying them of a school status change.
2. Announcements will always be made through KFAB in Omaha, KWBE in Beatrice, KGMT in Fairbury, and KOLN-TV, KNTV in Lincoln. Be listening and watching for spot announcements in bad weather conditions.
3. School officials will keep informed on the weather. We would rather not have parents come after their children in a car. We will get your children home safely in our buses. Children are safer in a radio-equipped bus than in a car!
4. Parents should see that their children have an alternate bus delivery point in case the bus cannot get your children home because of bad weather.
5. If possible, refrain from calling the school buildings during stormy weather. This ties up the telephone lines that are needed for contacting bus drivers, radio, and television stations.

DATING VIOLENCE

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

ACTIVITY PARTICIPATION RULES

All students associated with Tri County Public Schools and participating in extracurricular or school sponsored activities (including all NSAA and SNC activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serves the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct: Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules: Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event.

Prohibited Conduct - Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, or controlled substances without parental supervision or under the influence of alcohol, illicit drugs, or tobacco.
6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
9. Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.

Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during June 1 through July 31 shall be administered by the coach at his or her discretion.

DISCIPLINE- Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment - Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the Coach's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

REPORTING of INCIDENT - Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will

constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures - Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The principal or activities director shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.
3. The principal or activities director shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the superintendent regarding the decision.
4. The student or the student's parents are given written notice of the disciplinary action taken within a reasonable amount of time by the activities director.

Review of Coach's Decision: A student or the student's parents may, within 5 school days of the notice of disciplinary action from the principal or activities director, notify the superintendent in writing of their request for a review of the principal or activities director's determination. The superintendent shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations: Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions: Any parent or student who has questions about board policy, this code, training rules or rules of conduct of principal or activities director, or their interpretation or application shall consult with the Superintendent.

Assistance: Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

GENERAL INFORMATION FOR ATHLETICS

For the purpose of interpreting this activity code, an activity's season will be deemed to begin and end as set forth by the NSAA calendar for that specific activity. The NSAA season dates can be obtained by going to www.nsaahome.org.

Each student who expects to participate in athletics shall once each year present a physician's certification stating that he/she is physically fit to participate prior to competing in practice or competition. May 1 is the first date a student may get a physical and have it apply to the following school year.

If an athlete is under medical advice not to participate he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice he/she must have written doctor's report to that nature.

Each student must have a parental permit slip signed prior to competing in practice or competition. Each athlete must be covered by accident insurance. The school will make available a group policy at a nominal fee for all athletes. Those students who do not wish to participate with the school group must have a signed statement from their parents that they have other insurance.

Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be put in writing and must be approved by parents and the coach.

Dress of team members making trips should be clean, neat, and in good taste. A team member is not allowed to practice or compete on a day he/she is unable to be in school because of illness, or unexcused absence, unless participation is approved by the Athletic Director and/or Principal. Students are to be in school by 10:00 am.

All athletes are to be in school at the start of the next school day following an athletic event in which they participated in unless they have administrative approval beforehand. Oversleeping will not be tolerated.

There will be no mandatory practice sessions held on days when school has been called off because of inclement weather. If a practice is held, the coach should encourage the student to call the parent for notification.

Tri County Athletic Department has a no cut policy in all sports. No student will be cut or dropped from a team because of lack of ability.

All athletes will be charged for athletic equipment and uniforms which were checked out to them but not returned because they were lost, stolen, damaged, etc. This will be decided by the coach, athletic director and/or principal.

GUIDELINES FOR POP MACHINE, JUICE MACHINE, SNACK MACHINE

1. Placement: Placed across from the Principal's office.
2. Use:
 - a) Anytime students have approved use of the building except:
 - b) During class time and passing time.

- c) During noon lunch break
 - d) During the afternoon hours.
3. Rules for use:
- a) Keep pop in the main hallway of the school.
 - b) Do not litter. It is the responsibility of the students to clean up after themselves.
 - c) Spills must be cleaned up by the students.
 - d) Absolutely no pop, juice, or foodstuffs in the classrooms without prior approval.
 - e) No pop or juice cans in the lockers.
 - f) Empty pop or juice cans are to be placed in the waste receptacle with plastic bag liners for recycling.
 - g) Violation of the above rules will result in the end of the privilege of using the beverage or foodstuff machines.
4. Purpose:
- a) To provide refreshments for the students during the approved hours.
 - b) Profits from the pop machine go to the Student Council.
 - c) Profits from the juice machine go to the Student Council.
 - d) Profits from the snack machine go to a special projects fund designated by administration.

BAND POLICIES:

LETTERING: In order to receive a band letter, a student must accumulate 100 points though out the school year. At the beginning of the school year students will receive detailed information explaining the point system for lettering. If there are extenuating circumstances which have prohibited a student from accumulating necessary letter points, the instructor may use his direction in awarding a letter.

UNIFORMS

Once a year uniforms will be cleaned; a \$10.00 cleaning fee will be charged to each student's band bill. Students are expected to take good care of uniforms by keeping them clean, dry, and hung properly at all times. The uniforms will be cleaned every January. Students may be required to have their uniforms cleaned at other times during the year if not properly taken care of. If the uniform is lost or damaged while checked out to the student, he/she will pay for replacement or repair of the uniform.

SUPPLIES: Supplies such as reeds, valve oil, etc... will be provided to the students as needed. Cost of these supplies will be charged to the student's band bill.

PEP BAND: Although students are not required to attend pep band performances, all students who are present at such events will be required to participate in the pep band. The only exceptions to this rule are those who are directly involved in the activity as a team member or student manager. Reserve participants will be expected to perform as soon as they are able to return to the gym. Students may be required to perform at special events i.e. State Volleyball, etc.

JAZZ BAND: Early rehearsals for jazz band will usually be held on Wednesday and Friday mornings at 7:30. Other rehearsals will be scheduled as needed. All rehearsals are canceled if school is delayed due to the weather.

CHORUS POLICIES:

Robes: Once a year robes will be cleaned; a \$10.00 cleaning fee will be charged to each student's chorus bill. Students are expected to take good care of robes by keeping them clean, dry, and hung properly at all times. Students may be required to have their robes cleaned at other times during the year if not properly taken care of. If the robe is lost or damaged while checked out to the student, he/she will pay for replacement or repair of the robe.

CONCERT ADMISSION POLICY:

A nominal fee will be charged for each secondary concert (Christmas concerts excluded). Admission will be set per adult and no charge for students in grades K-12 or younger.

- a) Using the schedule for this school year, would include the following concerts:
 - i) Fall Concert in October
 - ii) Mid-Winter Vocal/Instrumental Concert in March (grades 9-12)
 - iii) Spring Middle Grades Vocal/Instrumental Concert in March (grades 5-8)
 - iv) Pops Concert for Vocal/Instrumental Music in May (grades 7-12).
 - b) Tri County staff is currently short-handed for duties such as ticket selling. Music Boosters must continue to provide the workers or be willing to pay the teaching staff to do so.
2. Music Boosters will continue to honor senior citizen passes and Tri County board, staff and family passes.

**TRI COUNTY PUBLIC SCHOOLS
2011-2012**

Revised April 11, 2011

August, 2011							September, 2011							October, 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
August 10 - New Teacher Orientation August 11, 12, 15 - Teacher Workdays August 16 - First day of School (1:15 Dismissal) Student = 12 Teacher = 15							September 5 - Labor Day (No School) September 6 - Teacher Inservice (No School) September 28 - P/T Conferences (1:15 dismissal) September 30 - Fall Break - NO SCHOOL Student = 19 Teacher = 20							October 3 - Teacher In-service (1:15 dismissal) October 21 - End of Quarter (46 Days) October 31 - Teacher In-service (1:15 dismissal) Student = 21 / Teacher = 21						
November, 2011							December, 2011							January, 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
Nov. 23-26 - No School - Thanksgiving Break Student = 19 Teacher = 19							Dec. 22 - End of Qtr. (41 Days) Dec. 23-Jan 2 - Christmas Break (No School) Semester = 87 Student Days Semester = 91 Teacher Days Student = 16 / Teacher = 16							January 2 - No School January 3 - Teacher Inservice (No school) January 4 - School Resumes January 6 - TC Wrestling Invite (1:15 dismissal) Student = 20 Teacher = 21						
February, 2012							March, 2012							April, 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29				25	26	27	28	29	30	31	29	30					
February 17 - Mid-Winter Break (No School) February 27 - Teacher In-service (1:15 dismissal) Student = 20 Teacher = 20							March 9 - End of Quarter (47 Days) March 15 - P/T Conferences (1:15 dismissal) March 16 - Winter Break (No School) Student = 21 Teacher = 21							April 6-9 - Good Friday/Spring Break (No School) April 17 - Dan Tesar Invite (1:15 dismissal) Student = 19 Teacher = 19						
May, 2012							June, 2012							July, 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
May 10 - Teacher Work Day (District Track) May 12 - Graduation - 2:00 pm May 17 - Last Day of School (11:15 dismissal) End of Quarter (45 Days) Semester = 92 Student Days (12) Semester = 94 Teacher Days (13)																				

	No School
	Teacher Inservice/Staff Workdays-No School
	Day Notation
	Early Dismissal
	Parent Teacher Conferences - Early Dismissal

179 Student Days
185 Contract Days

An excessive number of cancellation days due to bad weather, etc., may necessitate using District and State Track as make up days as well as extend the school year.

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