**7-12 Summary of Handbook Changes 2019-2020**

**Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious.  The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases.  If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Complaint Procedures**

**Complaint and Appeal Process.**

**No Retaliation.**  The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.  Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student’s individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district’s Director of Special Education.  The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district’s 504 Coordinator.  The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district’s Director of Special Education or to the district’s 504 Coordinator.  The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district’s refusal to do so.

**Bad Faith or Serial Filings**.  The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command.  Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operation of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal.  There is no appeal from dismissals made pursuant to this section.

**Computer Network Use By Students**

**A.            Education About Appropriate On-Line Behavior**

**1.     School district staff will educate students about appropriate online**

 **behavior, both in specific computer usage units and in the general**

 **curriculum.**

**2.    Staff will specifically educate students on**

**a.    Appropriate interactions with other individuals on social networking**

 **websites and in chat rooms.**

**b.      Cyberbullying awareness and response.**

**3.  The School District’s technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy**

**Dating Violence  [NOTE:  This section should be modified to include your school’s dating violence policy verbatim.]**

**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.**

**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).  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 are as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  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.**

**ACT Exam**

**Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics.  If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.**

**Student Records**

**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 in writing that they do not want this information disclosed without prior written parental consent.  Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.**

**Parents who *OBJECT* to the disclosure of any directory information about their student should write a letter to the principal.  This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.  This letter must be received by the school district no later than \_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Non-Directory Information**

**All of the other personally identifiable information about students that is maintained in the 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 the parent’s written instructions.**

**One FERPA exception permits disclosure to school officials with legitimate educational interests without consent.  A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,  representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.  A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.**

**The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam.  Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.**

**4.   Communication with the Public about Reported Threats**

 **(Team Assessment Team is what we have)**

**To the extent possible, the team will keep members of the school community informed about possible threats and about the team’s response to those threats.  This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law. (deleted “if that individual was a minor”)**

**Video Surveillance and Photographs**

**The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment.  Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.**

**Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public.   In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.  For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy.  However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.**

**An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student’s disability or are required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.**

**In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.  Students who violate this policy may be subject to discipline up to and including expulsion.**

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

**d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;**

**k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion; (they deleted “and” in “use policy”**

**l.      Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or**

**“look-a-like” weapon;**

**m. Using any object to simulate possession of a weapon; and**

**Reporting Requirement to Law Enforcement**

**Violations of this section will result in a report to law enforcement if:**

**1.   The violation includes possession of a firearm;**

**2.   The violation results in child abuse;**

**3.   It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;**

**4.   It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or**

**5.   It is a violation of the Nebraska Criminal Code that interferes with school purposes.**

 **Deleted state law and replace with Nebraska Criminal Code**

**Section 18    School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.  Dances must be scheduled with the building principal at least 4 weeks in advance. The Superintendent may discontinue school dances for the remainder of any school year upon the recommendation of the building Principal.

Only PCHS students, faculty members/spouses, sponsors and Board members/spouses are allowed to attend school dances unless otherwise specified. High school dances at PCHS allow out-of-school dates; **those attending must currently be enrolled in high school or have attended high school and completed high school being only one year removed from graduation**. **Special circumstances may be taken into consideration.** Out of town dates will be required to fill out a form specified by the school. Students currently enrolled in middle school grades are not eligible to attend PCHS dances.  Students are reminded that student conduct at all dances shall be in accordance with all student conduct policies and regulations. Students are reminded that not only the privilege of attending the dance may be suspended, but also students may be suspended from regular school for conduct in violation of these policies and regulations.

**Article 5 - Scholastic Achievement**

**Section 1 Grading System**

Students will receive percentage grades on report cards and transcripts.  The following scale will be used to assign percentage grades and a grade point average from a percent:

A 94-100

B 86-93

C 78-85

D 70-77

F Below 69

Each teacher will define the grading procedures to be used in their classes.

Grades are divided into two categories:  Academic and Non-academic. Academic grades are the only grades that count for class rank.  Non-academic classes include Physical Education, Band, Chorus, Internaut II, Work Study, Yearbook and TA. Students involved in Internaut II and Work Study need to carry an 86% cumulative average.  TA will require the student to follow the NHS course requirements and maintain a 90% cumulative average. No Work Study assigned if the student has a study hall, the student must forfeit the study hall to do Work Study. Seniors who qualify can take 1 period of TA and 1 period of Work Study or 2 periods of Work Study.

Work Study is an opportunity for students to have work experience. Students must be in good academic standing and must have an 86% cumulative average. Good academic standing would include but not limited to: on course to graduate with adequate credits and not failing any courses. Work Study students need to be passing all courses and not exceeding the attendance policy to participate in the program. Students who receive poor evaluations from their supervisor may be dismissed from Work Study at any time during the semester. TA will also follow this criteria for participation. The principal will determine who is eligible to participate.

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**Section 2 High School Yearly Course Requirements**

High school students are required to register in the following exploratory courses:

9th Grade Health, Computer Applications, Physical Education 9, Geography

10th Grade Beginning with the class of 2023, those students will be required to take Intro to Speech and Personal Finance during their Sophomore year.

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**Section 3 Graduation Requirements**

To participate in commencement exercises or receive a Perkins County Schools’ diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Perkins County High School, a student must have earned a minimum of 270 semester hours credit in grades 9 through 12 inclusive  Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate’s record:

English 40 semester hours

Social Sciences 30 semester hours

Science 30 semester hours

Math 30 semester hours

P.E. and Health 10 semester hours

Intro to Speech 5 semester hours

Computer Apps. 5 semester hours

Personal Finance 5 semester hours beginning with the class of 2023

Foreign Language Recommended 2 years if planning to attend a 4 year post- secondary institution.

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**1. ELIGIBILITY**

Students must not be failing two or more subjects enrolled in the present semester. The student will not be allowed to participate in any public performance or competition on a weekly basis. Students who are failing two or more subjects for more than 10 school days will not be allowed to participate in activities, organizations or attend social functions such as dances. All students/parents will be given notice using the “Progress Reports” when the student is failing a class. Students that are failing two or more subjects will have 10 school days in which to raise their grade deficiency (students continue to practice and play). If one or more grades have not improved to a passing level (70% or higher) at the end of the 10 school days, the student will become ineligible on a weekly basis for public performances or competition (NO PRACTICE-NO PARTICIPATION). Failing more than 2 subjects at one time results in immediate ineligibility.

Students earn credits each semester with the intent of acquiring at a minimum of 270 by the end of their Senior year. Failure to meet the following minimum standards for each year may result in the student not being eligible for various grade level activities such as but not limited to: Prom, class field trips, class elections, homecoming royalty………..

 Sophomore status equals               70 credits at the beginning of the school year

 Junior status equals 140 credits at the beginning of the school year

 Senior status equals 210 credits at the beginning of the school year

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**Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

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

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Possession of any prescription drug in an unlawful fashion.

3. Possession, use, distribution or being under the influence of alcohol.

4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes, including vaping devices.

6. Possession, use or distribution of any tobacco product.

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**Electronic Devices**

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

b. Definitions.

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

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

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

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

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Possession and Use of Electronic Devices.

 (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy.  Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Students are allowed to have cell phones in the building. The cell phones need to remain in their lockers until their lunch-time. The students may also use them during passing periods at their lockers. Students are not to take electronic devices into the bathrooms or locker rooms. A cell phone that is confiscated in the classroom, hallway or during any time that it should be in the locker, will be confiscated until the end of the day and the student will receive detention time. The detention will be served that day after school if the principal is available. If not, arrangements will be made to serve the time. Three violations in a school year and the student will not be allowed to bring a phone into the building. Further disciplinary action will result if the student continues to bring a cell phone. Calls can be made during the school day on the student’s cell phone in the main office with a pass from the classroom teacher and permission from office staff.

 **PARENTAL AUTHORIZATION AND RELEASE FORM**

**ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

**While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student’s parents, guardians, or medical professionals and state law.  School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska’s Medication Aide law which states:**

**Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.**

**In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:**

* **Complete and return this authorization form.**
* **Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions.  The container must be labeled with the student’s name.**
* **Provide the district with specific written instructions regarding the requested nonprescription drug’s administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.**

**School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.**

**The undersigned are the parent(s), guardian(s), or person(s) in charge of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**(name of the student)**

**I authorize and request school personnel to administer nonprescription drugs to my student.  I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.**

**DATED this \_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent/Guardian**

 **RECORD OF  SELF-ADMINISTRATED  MEDICINE**

**Parent’s Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date to Begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dosage of Medication\_\_\_\_\_\_\_\_\_\_\_\_\_  Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Doctor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Possible Adverse Reaction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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