

**BROKEN BOW  
HIGH  
SCHOOL  
STUDENT  
HANDBOOK**

**2010-2011**

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## BROKEN BOW MIDDLE AND HIGH SCHOOL SCHEDULE

Period 1		8:20 - 9:07
Period 2		9:11 - 9:58
Period 3		10:02 - 10:49
Period 4		10:53 - 11:40
	7th/8th Grade lunch	11:44 - 12:14
Period 5		11:44 - 1:01
	6th Grade lunch	12:04 - 12:34
	High School lunch	12:31 - 1:01
Period 6		1:05 - 1:52
Period 7		1:56 - 2:43
Period 8		2:47 - 3:34

### 2:00 Dismissal

Period 1		8:20 - 8:55
Period 2		8:59 - 9:34
Period 3		9:38 - 10:13
Period 4		10:17 - 10:52
Period 5		10:56 - 11:31
	7th/8th Grade lunch	11:35 - 12:05
Period 6		11:35 - 12:40
	6th Grade lunch	11:45 - 12:15
	High School lunch	12:10 - 12:40
Period 7		12:44 - 1:20
Period 8		1:24 - 2:00

### Late Start Beginning with First Period

Period 1		10:00 - 10:34
Period 2		10:38 - 11:12
Period 3		11:16 - 11:50
	7 <sup>th</sup> /8 <sup>th</sup> Grade lunch	11:50 - 12:20
	6 <sup>th</sup> Grade lunch	12:05 - 12:35
Period 4 HS		11:54 - 12:28
	High School lunch	12:28 - 12:58
Period 4 MS		11:54 - 12:58
Period 5		1:02 - 1:36
Period 6		1:40 - 2:14
Period 7		2:18 - 2:52
Period 8		2:56 - 3:30

# Broken Bow Schools

323 North 7<sup>th</sup> Avenue  
Broken Bow, NE 68822  
308-872-2475

Mr. Ken Kujath – MS/HS Principal  
Mr. Ryan Hogue – Asst MS/HS Prin./A.D.  
– Superintendent

**EACH CHILD MATTERS!  
EVERY DAY COUNTS!**

**WELCOME!!!**

Welcome to the home of the Indians, where **Compassion, Integrity, Respect** and **Responsibility** are the character traits of a school to which the entire community is committed. Broken Bow High School is a member of, and accredited by, the North Central Association of Colleges and Secondary Schools.

This handbook has been prepared to help you get acquainted with academic requirements, activities, schedules & school guidelines/rules. Although this handbook serves as a guide to the rules and regulations of the Broken Bow Middle/High Schools, additions/changes may take place during the year and are not noted in this handbook. The content of this handbook can be found on the Broken Bow Schools website at [www.bbbs.org](http://www.bbbs.org).

**CHARACTER EXPECTATIONS FOR  
ALL  
BROKEN BOW SCHOOLS!!!**

**Compassion**

Showing kindness to all  
Consideration of others' feelings  
Accepting individual differences

**Integrity**

Putting forth maximum effort  
Doing what is right when no one  
is watching  
Demonstrating honesty in our  
actions and our words

**As members of the  
Broken Bow School Community,  
We pride ourselves on:**

**Respect**

Displaying positive sportsmanship  
Listening to others when  
they speak  
Treating others as we want to be  
treated  
Treating people, property and  
ourselves with high regard

**Responsibility**

Preparedness and punctuality  
Managing our behavior maturely  
Representing the school in a  
tasteful manner  
Acceptance of our actions and  
their consequences

## HIGH SCHOOL ACADEMIC REQUIREMENTS

### MINIMUM OF CREDITS REQUIRED TO GRADUATE

A student must have completed and passed a minimum of 240 credits to graduate. Students must receive the full 5 credits per semester for all required classes. In addition, a student is normally required to have 8 semesters of high school attendance. Certain situations can cause the students to graduate from school in less than eight semesters which can only be decided in a joint conference between the student, the parent, the guidance counselor and the principal.

English or Vocational English	4 years	40 credits
*Junior and Senior English requires 4 semester classes including Grammar, at least one writing class, and at least one literature class.		
American Studies I & II	2 years	20 credits
Science (Earth Science & Biology)	2 years	20 credits
Mathematics	3 years	30 credits
Physical Education/Health	1 year	10 credits
Computer/Technology Class	1 semester	5 credits
Speech Communications	1 semester	5 credits
Consumer Education	1 semester	5 credits
Junior/Senior Social/Studies	4 semesters	20 credits
*Requires 4 semester classes including <b>Political Behavior (senior year)</b> and <b>Geography</b> along with electives from the following classes: Sociology, Psychology, Accounting I, Entrepreneurship and World History.		

High school students will be placed in the grade level based upon their year of attendance at the high school level when beginning BBHS as a 9<sup>th</sup> grade student. A senior student with insufficient credits to meet graduation requirements will remain in the 12<sup>th</sup> grade until all requirements are met. A transfer student will be placed in the grade level corresponding to the grade level this student was in before enrolling into Broken Bow High School. The final decision regarding grade placement is the responsibility of the BBHS Principal.

**PERMANENT RECORDS AND TRANSCRIPTS**

Broken Bow Schools use an individual cumulative record which follows each student in the school system from kindergarten through the 12th grade. The student's permanent record is an excellent source of information concerning personal data, scholastic record, extra-curricular activities record, vocational interests, standardized test scores, attendance record, and graduation data. The student's record is available to the parent or student upon request. Each student's school record is his/her personal property, and counselors assist with interpretation of the tests and records to the parents and students.

**GRADE SYSTEM**

The following grade point system will be in effect in grades 6 through 12.

A+	97 - 100	4 points
A	90 - 96	"
B+	87 - 89	3 points
B	80 - 86	"
C+	77 - 79	2 points
C	70 - 76	"
D+	67 - 69	1 point
D	60 - 66	"
F	0 - 59	0 point
Inc.	Incomplete	
P	Passing	

**REPORT CARDS**

Report cards will be distributed to each student following the end of each semester. The school calendar indicates the closing date of each semester.

### **SCHEDULE CHANGES/RETAKES**

Students wishing to change their schedules must have the changes approved by the school administration or counselor. Students will have until the second Friday after the first day of school for the semester to make changes. If a student withdraws from a class after the deadline, it will be noted on the student's transcript. **Students choosing to drop a class after the fourth week of the semester will not receive any credit but will have a "0" factored into the GPA if failing at the time of withdrawing from the class and a "1" factored into the GPA if passing the course at the time of withdrawal.**

Students may retake any class but will receive credit only once for a repeated class. The highest grade received in the class will be used in the calculation of the student's GPA. The lower grade will remain on the transcript but will not be used to compute the GPA. Students must complete a "**class retake**" form available from the school office to ensure accurate grade record keeping on the transcript. The class retake policy will apply once the dropped class is retaken.

### **ACADEMIC LETTER**

This award is to recognize high school students who have displayed outstanding achievement in their classes each semester. Each student attaining a minimum GPA of 3.7 in his/her assigned classes for a semester is eligible. This GPA is not cumulative and is calculated every semester. A student is eligible starting the freshman year and may receive a total of eight awards. The student will receive a chenille letter for the initial academic letter and then will receive a star pin for each additional academic letter earned.

### **HONOR ROLL**

A student qualifies for the all “**A**” Honor Roll by attaining the grade of “A” in all of his/her classes for the semester. A student qualifies for the “**A-B**” Honor Roll by attaining a minimum grade of “B” in all of his/her classes for the semester.

### **COURSE LOAD**

The normal load shall be 35-40 credit hours a semester. Each subject carries five semester hours unless otherwise noted.

### **GRADUATION PARTICIPATION POLICY**

It shall be the policy of the Broken Bow District that students who have not completed all requirements prescribed by the laws and written policies of the State of Nebraska, and the policies, rules, regulations, standards, and lawful directives of the Board of Education, of the Administration of the Broken Bow School District, or are otherwise not eligible for graduation as the day of the graduation ceremony, shall not be allowed to participate in the graduation ceremony. The administration shall not deviate from this policy unless it is necessary to do so in order to comply with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), an order issued by a court of administrative tribunal with competent jurisdiction, or a successful appeal to the faculty advisory group at Broken Bow High School.

### **DUAL CREDIT CLASSES**

Dual credit is academic credit awarded to high school students in Nebraska accredited secondary schools both by Broken Bow High School and an accredited post-secondary institution approved by the Broken Bow Schools for the same time and work requirement. Students may

simultaneously earn academic credit that will be applied toward high school graduation requirements as well as being posted on the post-secondary transcript which may be counted toward post-secondary degrees.

Requirements for Dual Credit Class Status:

- \*Courses must be taught by Nebraska certificated teachers.
- \*Courses must appear on the high school schedule.
- \*Dual credit courses will receive 5 credits for each semester of class time that puts in at least 200 minutes of class time per week.
- \*Students must be a Junior or Senior in good standing.
- \*Students must complete the required Dual Credit course form and have approval from the high school principal prior to acceptance of the course.
- \*The grade will be counted into the student's GPA.

**SUBSTITUTION OF GRADUATION REQUIREMENTS**

The Broken Bow Public Schools will recognize or accept credit from accredited post-secondary institutions for students earning at least 200 credit hours from an accredited high school curriculum program. The Broken Board of Education will allow the substitution of courses from an accredited post secondary institution for courses required to graduate from Broken Bow High School as long as the student is enrolled in the school and meets the following requirements:

Requirements for the Substitution of Courses to meet Graduation Requirements

- \*Students must complete a course substitution form and have it approved by the high school principal for each course.
- \*Student must be a Junior or Senior in good standing.
- \*Each course approved for substitution will receive 5 credits for each semester of sufficient class time.

- \*The grade will be counted into the student's GPA.
- \*Students must earn a minimum of 200 high school credits from an accredited secondary institution.
- \*A college grade report or transcript will be required for the final approval of any course substitution.

### **COUNSELING SERVICES**

These services are provided by counselors who have had special training. Counselors assist in registration and the selection of jobs, careers, or schools for the future. The counselors are available to the student and parents for help with school problems and personal problems. All information is held in confidence by the counselors.

## ATTENDANCE POLICY

### NEBRASKA LAW

Nebraska law provides that parents or guardians of students between the ages of 6 and 18 shall be responsible for seeing that their child/children attend school regularly and punctually. The failure of a student to be regular and punctual in attendance, unless excused, shall constitute misconduct. **Remember, state law states that the school is the only one who can excuse students from attending school. Parents may ask to have a student excused, but only the school can grant the excuse.**

### ATTENDANCE

Regular attendance in classes is basic to the continuity of the learning process and regular attendance is one of the most important factors determining success or failure in school. Much of the real value of the educational process comes from the person-to-person relationships between teacher and pupil.

If a high school student exceeds 10 days during a semester the following scale will be used in determining credits for classes:

0	-	10 days absent	5 credits
11	-	15 days absent	4 credits
16	-	20 days absent	3 credits
21	-	25 days absent	2 credits
26	-	30 days absent	1 credit
Over		30 days absent	0 credit

\*Middle school students do not lose credits but may be required to make-up all days exceeding the 10 day per semester limit.

(Absences due to medical conditions, verified by written documentation from a medical doctor, are not counted into the total days a student is absent from school. The written documentation must be presented to the appropriate school office.)

A faculty committee will be appointed to assist the principal in reviewing individual circumstances. If a student is not satisfied with the decision that has been made, he/she may appeal the decision to the Superintendent of the school. The Superintendent's decision will be final.

### **UNEXCUSED ABSENCE**

Students will not be excused for the following reasons:

- Falsified/forged excuses

- Shopping

- Work for Pay

- Hair/beauty appointments (tanning and body wraps)

- Over-sleeping

- Leaving school without checking out at the school office

- When a student is absent from school due to illness and is seen that same day by school personnel at work or in a social setting**

- Other avoidable excuses not noted

Parents are asked to contact the school in person, by phone, or in writing regarding the reason their student is absent. This should be done before or when the student returns to school to obtain a makeup slip.

\*Parents will be notified of unexcused absences. Unexcused absences will be counted in with excused absences as related to the attendance guidelines per semester. An accumulation of 4 or more unexcused absences in a class period during a semester will require the student to make-up class time before receiving any credit for the class.

### **ATTENDANCE GUIDELINES**

A student must be in attendance for all of their scheduled classes on that day in order to participate in any practice, competition, performance or any other school activity. (Students violating this policy will be penalized one day of practice, contest, performance, etc. upon administration acknowledgement.) However, if it is a doctor's appointment or there has been prior approval from the principal, participation may be allowed. This would include all practice sessions as well as contests.

**Only participating members of Broken Bow School activities and cheerleaders will be excused to attend their respective events during the school day. Other students wishing to attend a school activity during school time must, prior to the activity, bring a note to the office signed by their parents/guardians to get administrative approval. Students must be passing their classes and meet all attendance requirements for the current semester in order to be granted an excused absence from school to attend any school activity during school time.**

### **PRE-ARRANGED ABSENCES**

Certain absences, including activity trips, become excused if permission is granted in advance by the principal. If a parent feels it is necessary to excuse a student from school for reasons other than health or serious emergency, arrangements should be made in advance of the absence.

### **MAKEUP WORK**

The makeup work of students will be counted for course credit when satisfactorily completed according to the following guidelines:

- To receive credit for work missed due to excused absences, the student, upon returning to school, is responsible (a) for requesting assignments for makeup work, and (b) for completing the makeup work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons. Students will have two days for each day missed to have makeup work completed. This is for excused absences only. **No student will be allowed to make up any assignment two weeks past the assigned date unless authorized by school administration.** If the work is not made up in the time that is allowed, zeros will be assigned.
- To receive credit for work missed due to disciplinary suspension, the student, upon returning to school, is responsible to turn in the completed assignments of the class work assigned to the student. All class assignments completed and turned in will receive full credit as earned.

### **TARDINESS**

Promptness to class is very important. Teachers will assign students detention time for tardiness to class as noted: A student will serve 5 minutes for every minute late to class. Once a student is tardy 10 minutes or more then he/she will be assigned an unexcused absence for that period. Students failing to serve assigned detention time for the classroom teacher will be referred to the principal's office.

### **LEAVING SCHOOL**

If it is necessary to leave school, students must have permission from the principal's office to do so. Permission will normally only be granted for an emergency situation.

Leaving the school grounds for any reason without appropriate permission will be counted as an Unexcused Absence.

**IN-SCHOOL SUSPENSION**

Students assigned to In-School Suspension will be counted in attendance at school but will not be allowed to practice or participate in extracurricular activities that day or evening.

**WITHDRAWAL FROM SCHOOL**

Students who are moving from Broken Bow must officially withdraw from school. The student should report to the office to pick up a clearance sheet and have all appropriate staff sign that he/she has returned all books and has paid all fees. Students who do not clear school correctly will not have transcripts forwarded to their new school.

## **SCHOOL POLICY**

### **DISCIPLINE**

Any conduct which causes or which creates a reasonable likelihood that it will cause a disruption in or interference with any school function, activity, or purpose is prohibited.

This standard is a general guideline that should be followed by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some areas which will lead to disciplinary action including: warnings, parent conference, confiscation of material, detention time, revoking privileges, arrangement of schedules, probation, exclusion, suspension, or expulsion. Exclusion, suspension, and expulsion will be administered to assure the student right to due process.

1. Use of violence, force, noise, coercion, threat, intimidation, fear, insubordination, or other similar conduct in a manner that constitutes an interference with school purposes.
2. The willful causing of or attempting to cause damage to private or school property.
3. Stealing or attempting to steal private or school property.
4. Causing or attempting to cause physical injury to self or others, including the throwing of objects or materials which could cause physical injury except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.

5. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered to be a weapon.
7. Public displays of affection such as kissing, love hugs, arms around each other, cuddling, caressing, embracing, etc, are not acceptable behaviors for Broken Bow students. High school students are allowed to hold hands.
8. Engaging in the use of tobacco or the unlawful selling, use, possessing, or in dispensing of alcohol beverages, narcotics, drugs, or other controlled substances.
9. Truancy or failure to attend assigned classes or activities.
10. Tardy to school, assigned class, or scheduled activity.
11. Using language which, by school standards, is considered vulgar or obscene.
12. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or building administrators to the Public Schools.
13. Causing false fire alarm.
14. Trespassing (unauthorized presence on school property/in the school building or refusing to leave school premises when asked to).
15. Unlawful Assembly (assembly of students which disrupts the educational process.)
16. Engaging in any other activity forbidden by the Laws of the United States or the State of Nebraska.
17. Laser pointers are not allowed at school or school activities and will be confiscated.

18. Harassment/Terroristic Threats
19. Actively engaging in a fight.
20. Inappropriate school or class conduct.
21. Disrespect toward staff, students, or property.
22. Throwing of snowballs, water balloons, or other potentially harmful projectiles.

### **DETENTION TIME**

Students may be assigned detention time by a teacher or school administrator. The detention time and place will be at the discretion of the staff member assigning the detention. Failure to attend an assigned detention will result in further disciplinary action by school administration.

### **SUSPENSION/EXPULSION**

Students who are suspended/expelled from Broken Bow Schools are not allowed to attend any school related activity or be on school property throughout the time period that the disciplinary action is in effect unless permission is granted otherwise by a school administrator.

### **STUDENT USE OF ALCOHOL, TOBACCO, OR OTHER DRUGS**

The purpose of these rules is to discourage the use of alcohol, tobacco, and other illegal drugs by our students, and to provide education and assistance to those students whose lives are being damaged by drugs or alcohol.

**The Rule:** Use or possession of alcohol, tobacco, or other controlled substance is a violation of State Law and/or school policy. Any student possessing or using alcohol, tobacco, or other illegal drugs or flagrantly and deliberately abusing any mind-altering chemical while on school property or attending a school activity is in violation of this rule which also includes look-a-likes/non-prescribed drug substitutes.

**Penalties:** If there is tangible evidence of the possession, use, and/or peddling of alcohol or other illegal drug, the principal will notify the appropriate law enforcement agency.

Upon determining that a student is in violation of this policy, the principal shall contact the student's parent or guardian and immediately suspend the student.

The following school day, in conference with the student and his/her parent or guardian, the principal shall invoke penalties as described below.

If the violation occurs at a school activity, the coach or sponsor will notify the student's parents, remove the student from the activity, and turn the incident over to the principal as soon as possible.

**First Violation** (legalized drugs): The principal shall invoke the following penalty:

1. The student shall be suspended from school for three to five school days as the policy relates to legal drugs or tobacco. In addition, the student will be subjected to the activity penalties as found in the **Activity Guidelines** section of this handbook.
2. The student may also be required to undergo an assessment of potential chemical abuse or misuse. If such an assessment recommends a treatment program, financing such treatment will be the responsibility of the student or his/her parents.

**Second Violation** (legalized drugs); **First Violation** (illegal drugs):

1. The student shall be suspended from school for six to nineteen school days as the policy relates to legal drugs/tobacco and the first offense for illegal drugs.

In addition, the student will be subjected to the activity penalties as found in the **Activity Guidelines** section of this handbook.

2. The student may also be required to undergo an assessment of potential chemical abuse or misuse. If such an assessment recommends a treatment program, financing such treatment will be the responsibility of the student or his/her parents.

**Third Violation** (legalized drugs); **Second Violation** (illegal drugs): The student shall be expelled from school for repeated violations of school policy.

**\*Special Note:** A student may receive a long-term suspension or expulsion for any of the above violations if school administration deems the circumstances warrant more severe consequences than the ones noted in the above penalties and as the policy relates to the possession and selling of illegal/legal drugs on school property or at any school related activity.

**Accumulative Penalties:** The above described penalties shall be accumulative throughout the school year, but will not carry over into another school year.

### **GUN LAW/WEAPON POLICY**

If a student is determined to have brought a firearm/weapon to school, or he/she is in possession of a firearm/weapon on school property, the student shall be expelled from school for a period of not less than one year. The superintendent may modify the one-year expulsion on a case-by-case basis. (Neb. Stat. 28-1201-1212)

**Pre-Expulsion Procedure:** If a district opts not to offer an alternative education program then it must, prior to expelling a student, convene a "conference called by a school administrator" and attended by: a) a parent or legal guardian, b) the student, c) a school representative, and

d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference (or meeting) does not include debating the issue of whether to expel the student in question.

**Purpose of the Conference:** Participants of the conference are to assist the district in the development of a written "plan" to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan must: a) specify guidelines and consequences for behaviors which have been identified *as preventing the student from achieving the desired benefits from the educational opportunities provided*; b) identify educational objectives that must be achieved in order to receive credits toward graduation; c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

**Exception:** If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm/weapon on school grounds, in a vehicle owned, leased, or contracted by a school being used for a *school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee*, or at a school sponsored activity or athletic event, this type of offense carries an automatic sanction of a one-calendar-year expulsion (unless otherwise modified by the superintendent or school board).

### **HARASSMENT**

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, sexual orientation, creed, color national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion. **\*Please refer to Board Policy 504.18.**

### **COPYRIGHT AND FAIR USE POLICY**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works or authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that

the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrights work is permitted “fair use” rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **COMPUTER/TECHNOLOGY**

Students, teachers, administrators and employees are all part of an electronic community because of their common use of the school’s computers and computer networks. The Broken Bow Public Schools’ Acceptable Use of Technology Policy describes acceptable behaviors in our electronic community. The following guidelines summarize students’ responsibilities under that policy. A copy of the entire policy can be obtained from the Technology Coordinator’s Office.

1. You and your parents agree to these rules when you return the sheet that your parents sign at the

- beginning of the school year. It's your responsibility to know what the policy says, whether you and your parents take the time to read it or not.
2. Computers and network access are provided for educational activities. Inappropriate and illegal activities are prohibited.
  3. Your network account gives you access to what you need for your education. Trying to get into places that belong to others is against the rules. This includes logging into the network by using someone else's password, using programs to disable or go around network security, intentional introduction of computer malware, using the computer for personal purposes or interfering with another student's ability to make use of their network account.
  4. Don't store personal information in your account or on the computers you use.
  5. Always log out of the computer as soon as you are finished using it, so that someone else can't use it under your account when you're not there.
  6. Don't attempt to access Internet sites that have offensive or illegal content, such as sex sites, term paper sites or standardized test answer sites – those are all examples of personal use. **\*Students accidentally accessing an illegal site should contact a school staff member immediately to report this accidental access.**
  7. Access to the technology systems provided by the school district is a privilege, *not a right*. The school district retains the authority to revoke access and/or apply disciplinary measures if the terms or the spirit of the Acceptable Use Policy are violated. Broken Bow Public Schools exercises exclusive control over its technology systems. Users expressly consent to monitoring by school officials and cannot expect privacy regarding computer use. Computers and

accounts are subject to inspection at any time, including e-mail, file storage, and current activity.

8. Students automatically receive Internet access unless a parent or guardian has requested otherwise in writing.
9. Students may access the Internet while directly supervised, or without direct supervision only when a supervisory adult has granted permission and is aware of their activity on a per-instance basis.
10. Federal law requires the school to block or filter offensive Internet materials. Attempts to deliberately access such material will result in disciplinary action. If a legitimate Internet source is blocked, preventing you from completing assigned work, ask your teacher to contact the building administrator.

\*To view the Policies of the Broken Bow School Governing Acceptable Use of Technology Systems in full contact the Technology Coordinator at 872-6337 or view it on the Broken Bow Public Schools website at <http://www.bbbs.org/publications>.

The Broken Bow School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures, or the application of these policies on nondiscrimination: Superintendent, Broken Bow Public Schools, 323 North 7<sup>th</sup> Avenue, Broken Bow, NE 68822, 308-872-6821.

## **STUDENT DRESS & PERSONAL APPEARANCE**

**General Philosophy:** The personal appearance and general conduct of each student is a matter of importance in establishing the school learning atmosphere. Research indicates that an individual's personal appearance frequently reflects upon his/her attitude and general behavior.

**Guidelines:**

1. Cleanliness should be practiced at all times in regard to an individual person wearing apparel.
2. Hats, caps, bandannas, head scarves are not to be worn in the building during the school day.
3. Students shall be able to make direct eye contact with school staff during the school day. Anything preventing eye contact with staff is prohibited.
4. "Grubby clothes," those which are torn, bedraggled, or extremely threadbare, dirty, or disheveled or expose undergarments are not permitted as suitable school attire. Monogrammed T-shirts and sweatshirts displaying sexual innuendos, profanity, racist or harassing slogans, etc., reflecting unfavorably upon the school's image are not considered proper for school. Clothing that advocates or promotes the use of alcohol, drugs, or tobacco is prohibited. Tank tops must be worn with another suitable shirt. Midriff tops are not allowed.
5. Appropriate shorts (min. 3" inseam) or skirts (min. finger tip length) will be allowed.
6. Footwear must be worn at all times.
7. No chains for billfolds, keys, or hanging on clothes are allowed.

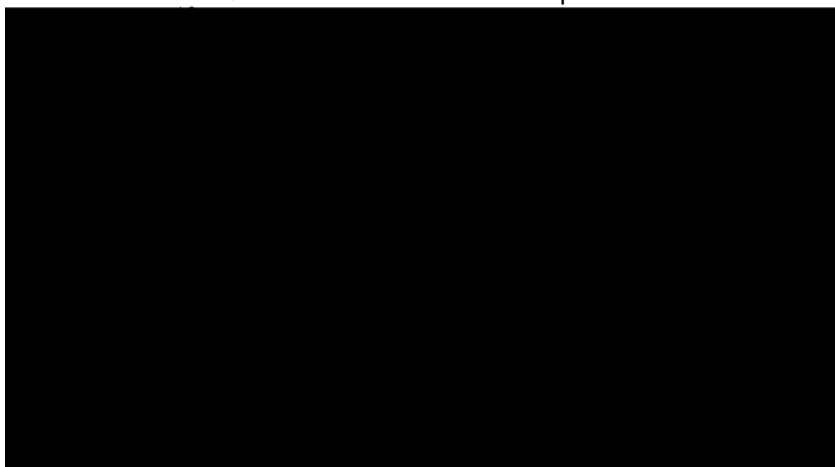
**TANK TOP POLICY (Unisex)**

To maintain and encourage a professional educational environment, the following rules will be in effect:

Shirts, blouses, T-shirts must cover the shoulders, back, stomach and not expose any cleavage or undergarments. Students will be asked to correct inappropriate attire.

(please see diagram)

Cut in at arms. Thinner straps	Very thin straps. (Spaghetti) NO	Higher neck. Edges cover top of shoulder.	<u>YES</u>
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Stomach showing      Overlaps tops of jeans.

## **SCHOOL GUIDELINES**

### **BAD WEATHER DISMISSAL**

Announcements will be made over KCNI and the school's Connect-Ed calling system if school will be closed. If weather conditions develop while students are in school, which warrant school dismissal, the announcement will be made over KCNI and the school's Connect-Ed calling system as to the time of closing. Students who are driving should notify their parents that they are starting home. Students who are not driving or being picked up by parents should contact parents for instructions.

### **ASSEMBLY PROGRAMS**

Responsible conduct is expected from each student at assembly programs as in the classroom.

### **DAILY ANNOUNCEMENTS**

A daily bulletin will be read during 3<sup>rd</sup> period each day along with being posted on the bulletin boards and on the school's website. Students are to be accountable for knowing the information that pertains to them in the daily bulletin. Items to be included in the daily announcements need to be in the principal's office prior to 1<sup>st</sup> period of the day to be included.

### **CLASS AND ORGANIZATION OFFICERS**

Each class and organization shall elect a president, vice-president, secretary, and treasurer. Any student may be elected and hold office as long as his/her conduct warrants. A student may not be the president of more than one organization at the same time during one school year.

### **INITIATIONS**

There shall be no individual, class or organization initiations in the nature of hazing, embarrassment, ridicule, etc.

### **PERSONAL SPACE**

In relation to the character trait, **Respect**, students are expected to keep their hands and feet to themselves to keep from violating the personal space of others.

### **LOCKERS**

Each student will be assigned a locker. Lockers are to be kept closed at all times. Do not deface lockers. You may be required to pay for any damage to the locker assigned to you. The administration reserves the right to inspect lockers at any time.

### **POSTERS AND SIGNS**

All posters and signs designed by students must be approved by the administration before they can be displayed.

### **STUDENT AIDE**

Only juniors and seniors will be allowed to serve as a student aide and must have permission from the principal. Students are expected to be there every day unless excused by the teacher.

### **SCHOOL LUNCH**

Students will be given an application for free or reduced-price lunches. Please take this home to your parents and let them make the decision as to whether you will apply or not.

### **SENIOR PERSONAL DAYS**

Seniors who did not receive an F the previous semester may be granted 1 day of personal leave during each semester of their final school year. These days may be granted with the following conditions:

1. Prior approval from parents and principal.
2. All work must be made up ahead of time and a makeup sheet must be turned in to the office.

3. Is unable to use it on a day of activities you participate in but can use it on a day of practice.
4. Must use a whole day.
5. Cannot have an unexcused absence or exceeded the attendance policy for the current semester.
6. Student cannot be currently failing any classes.
7. Must be used prior to 1<sup>st</sup> semester finals and May 2nd semester finals (May 1<sup>st</sup>).

### **MEDICATION**

Any student who is required to take medication during the regular school day must comply with school regulations. Any over-the-counter medication (i.e., Tylenol, cough drops, antacid tablets, etc.) that is brought to school by your student needs to be taken to the office to be kept in the medication lock box. **All medication needs to be brought to school in the original container. Prescription medication needs to have the name of the drug, the amount needed to be taken and time to be taken.** Over-the-counter medicines need to have parent instructions as to what the medication is, the purpose of the medication, time to be given, and the number of days to be given. If medication is to be sent home at the end of the day, this should be in the written instructions also.

### **LATEX EXPOSURE**

Broken Bow Public Schools will strive to be "latex-safe." Latex-sensitivity is becoming more prominently diagnosed in children as well as adults. No latex balloons are allowed in the building for any reason. The fine white dust on the balloons (as well as on other latex products) can be deadly to a person with a latex allergy. Elimination of latex will help to provide a safe, healthy, and happy learning environment for ALL students at the Broken Bow Public Schools.

### **CANDY AND POP**

Candy and pop may be purchased from the machines located near the principal's office. No pop or candy will be sold by individuals on school property.

### **AUTOMOBILES**

Students driving to school are to park in parking areas provided by the city. Students are not allowed to park in the faculty/visitor parking lot. **Students parking in an unauthorized area of the school property will be given 2 hours of detention time and will have to move their vehicle immediately.**

### **BUS REGULATIONS**

Transportation to and from school is provided for those students who live in excess of four miles from the school. Transportation will also be provided for most school-sponsored activities. Students must go and return by the provided transportation unless the parent asks in writing, in advance, to have the student accompany them. This exception is provided in order to avoid a transportation inconvenience. This must be approved by the office.

### **TELEPHONE MESSAGES**

Students will not be called from class to answer the phone unless it is an emergency. A message will be delivered to the student as soon as possible. The phones in the office are for business use only. Student calls must be made from the phone in the hall.

### **CELL PHONES**

Broken Bow High School students may not use cell phones at all during class times, including usage in restrooms, halls, library, etc., unless special permission is granted by the classroom teacher/administrator. Cell phones are not allowed in classrooms during any scheduled instructional class period. Cell phones are not permitted in the school

library during school. Cell phones may be used during passing time, during lunch, open study hall, before and after school or when special permission is granted by appropriate school staff. **Broken Bow students in grades 6-8 must keep cell phones in their assigned lockers during the school day unless special permission is granted by the administrative office.**

**First Offense for Violating this policy:** The cell phone will be taken from the student and he/she must serve a one hour detention before the cell phone is returned to the student.

**Second Offense for Violating this policy:** The cell phone will be taken from the student and he/she must serve two hours of detention time before the cell phone is returned to the student.

**Additional Offenses:** The cell phone will be confiscated and the student will be assigned in-school suspension for the 3<sup>rd</sup> violation and out-of-school suspension for additional cell phone policy violations.

**Special Notation:** The number of cell phone violation offenses begin at zero for all students with the beginning of each new semester.

### **I-PODS AND MISC. ELECTRONIC DEVICES**

Broken Bow High School students must have permission from classroom teachers to use I-pods or other electronic devices in the classrooms. Students may use these devices in an appropriate manner before and after school, during lunch and during passing time as long as only one ear phone is inserted and one ear is free to hear people talk to the students if necessary. **Broken Bow students in grades 6-8 must keep I-pods/misc. electronic equipment in their assigned lockers during the school day unless special permission is granted by the administrative office.**

**First Offense for Violating this policy:** The electronic device will be taken from the student and he/she must serve a one hour detention before the confiscated device is returned to the student.

**Second Offense for Violating this policy:** The electronic device will be taken from the student and he/she must serve two hours of detention time before the confiscated item is returned to the student.

**Additional Offenses:** The electronic device will be confiscated and the student will be assigned in-school suspension for the 3<sup>rd</sup> violation and out-of-school suspension for additional electronic device policy violations.

**Special Notation:** The number of electronic device violation offenses begin at zero for all students with the beginning of each new semester.

**FINES FOR LOST OR DAMAGED ITEMS**

Students are expected to respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

**TECHNOLOGY EQUIPMENT** (Personal Equipment)

Students may desire at times to bring personally-purchased computing devices to school for both personal and professional reasons. Such devices include but are not limited to portable computers, printers, audio and video playback devices, PDA's (such as Palm Pilots), digital still and video cameras, and various wireless devices.

1. The District bears no liability for damage to the equipment. The owner of personal equipment is liable for the repair of any damage to District equipment incurred by the owner as a result of installation, configuration, use or removal of said equipment.
2. The District has no responsibility to provide technical support or supplies for its use. If its use can be justified on the basis of professional duties, the District will consider purchasing such equipment.
3. No personal computing equipment intended solely for personal use may be connected to District equipment. This includes any device that physically attaches to District equipment or networks by means of sockets, plugs, cables, wireless equipment or any other form of connection.
4. The Administration may determine exemptions to this policy on a case-by-case basis for professional purposes.
5. Personal equipment exempted by the Administration must be evaluated, approved and configured for proper interaction with District equipment by the Technology department.

### **SEARCHES BY ADMINISTRATION**

Administrators with reasonable suspicion, may search lockers, clothing pockets, book bags, etc. as well as a motor vehicle parked on school property. Periodic searches may also be conducted by the Canine Unit during school and after school hours. Personal items left unattended on school property may also be searched by school personnel.

### **LAW VIOLATIONS**

Students violating laws on school property, school provided transportation, or at school activities will be reported to the appropriate law enforcement in addition to any disciplinary action administered by school officials.

### **STUDENT PORTAL DIRECTIONS**

Students can access their attendance, grades, etc. by logging onto the student portal of Infinite Campus using the following steps:

- \*log onto the computer and go to [www.bbbs.org](http://www.bbbs.org)
- \*click on Parent-Student Portal
- \*type in your log in
- \*type in your password
- \*you should now be logged into the student portal

## AWARDS

### **ACADEMIC WALL OF FAME AWARDS**

Students in grades 9-12 are presented the awards listed in this section at the annual "Academic Wall of Fame" ceremony in May of each school year. Student winners receive awards and have their pictures displayed on the Wall of Fame in the Broken Bow High School.

### **\*STUDENT OF THE YEAR/SPIRIT SCHOLARS**

The **Student of The Year** award is to be viewed as the highest honor that can be bestowed upon a student at Broken Bow High School since the nominations are voted on by both the faculty and student body. This award will be presented to two males and two females from each grade and is based on the following criteria:

- \*Scholarship...the student must meet the requirement of maintaining a minimum of a 3.0 GPA as of the end of the semester prior to Honors Night.
- \*Service to school and community.
- \*Exemplifies the 4 Character Traits.
- \*Leadership and involvement in school activities.

Any student meeting the criteria noted above can qualify as a **Spirit Scholar**. Students eligible for the **Spirit Scholar** award can be denied this honor with current year activity suspensions, discipline referrals, attendance/tardy issues, and inappropriate class/activity/school conduct.

***\*Faculty Choice Award***

Each high school faculty member selects one student from his/her classes to receive a Faculty Choice Award.

Selection criteria may include achievement, attendance, Character Traits, citizenship, school spirit or any other criteria deemed important by individual faculty members.

## ACTIVITY GUIDELINES

Students are expected to conduct themselves as they would on a regular school day at Broken Bow High School.

The administration is instructed by the Board of Education and the Nebraska School Activities Association to help maintain order at out-of-town activities and games. All students are responsible for and will answer for their conduct.

The Nebraska School Activities Association governs the interschool participation of students in extracurricular activities. Students must have passed at least four solid subjects the previous semester in order to participate in extracurricular activities at the varsity level. If a student reaches age 15 prior to August 1 and is in the seventh or eighth grade, the student may move to the next level of competition offered in his/her school and will be ineligible for seventh-eighth grade competition. No student shall be eligible for inter-school competition that has attained the age of nineteen years except as follows: A student who becomes nineteen years of age on or after August 1 shall be eligible on the basis of age until end of current year.

**BBMS students in grades 7 or 8 will not be allowed to participate in activities if failing two or more subjects. BBHS students must be passing at least six classes during the current semester in order to be eligible for activity participation. Students who are ineligible still attend practice but are not allowed to compete, perform or miss school to attend any school related activity. A student's eligibility status is in effect for a one week period of time beginning after the third week of each semester.**

Student activity tickets will go on sale the first day of school. The cost of the activity ticket will be \$25.00. This ticket will admit students to all school home athletic events except those sponsored by the Nebraska School Activities Association, the matinee performances of the Speech Class Plays, and the All-School Musical.

**BBHS SPORTSMANSHIP GUIDELINES**

1. Broken Bow students and staff will follow the Sportsmanship Guidelines at all activity contests as noted.
2. Student cheers will be respectful of our school members, opponents & game officials.
3. We will **Cheer** our team and not **Jeer** our opponents or game officials.
4. BBHS students will respect their school by standing for the school song.
5. We will show respect to our fellow students by supporting the BBHS cheerleaders with their cheers, the band in their performances, and the athletes during their contests.
6. Due to safety reasons and respect for property, stomping on gym bleachers at both home and away activities will not be permitted. (The **Stomp Cheer** is acceptable when led by the cheerleaders as long as students don't overdo the stomping part.)
7. BBHS students will demonstrate respect for opponents by being quiet during specific game situations (free throws, volleyball serves, etc.) and not yelling comments at individual opponents.
8. BBHS will take **PRIDE** in our **POSITIVE SPORTSMANSHIP!!!!!!!!!!!!!!**

**\*Any Broken Bow student observed displaying disrespectful sportsmanship will be disciplined based on the severity of the student's actions.**

### **BROKEN BOW SCHOOL SONG**

Cheer, Cheer for BBHS  
To us her fame will never grow less;  
Send her praises up on high,  
Shake down the thunder from the sky,  
Although the odds be great or be small,  
Old BB High will win over all;  
As her loyal sons go marching  
Onward to victory.

School colors: **Red and White**  
School Emblem: **Indian**

### **MASCOT GUIDELINES**

Broken Bow High Schools' mascot is Indians. Broken Bow Schools want to maintain the Indian mascot since it is an important part of the community's history. To help preserve the Indian mascot in these times of ethnic sensitivity the following guidelines have been established for students and staff to follow.

- \*All illustrations/references to Native Americans are to be done in a respectful manner to honor Broken Bow's heritage and should never be demeaning.
- \*It is recommended to use an arrow or broken bow in place of illustrations of the Indian mascot.
- \*Only the designated BB Indian Head is to be used for an illustration to be used within the school facility. Use of Indian illustrations for school purposes outside of the school is discouraged.
- \* Non-school use of Indians is not governed by the Broken Bow Schools.

### **PHYSICAL EXAMINATIONS/SCHOOL INSURANCE**

Any student who participates in any athletic program must have a physical examination and some sort of insurance. The school will have designated times when physicals may be taken. In all cases the student will pay his/her own physical examination and insurance. Regular and football insurance will be available through the school for those who wish to participate.

All seventh grade students and any new students moving into the state must have a physical prior to enrollment (State Law 79-444).

### **ACTIVITY TRANSPORTATION POLICY**

It is important that parents be aware of the types of transportation which may be used in connection with the activities program of the Broken Bow Public Schools. For various reasons it is essential that we have cooperation between administrators, coaches, participants, and parents in enforcement of these rules.

1. Students will be transported in school-owned and sponsored buses, chartered buses, or smaller vehicles owned or leased by the District. School Board policy states that participants are not to be transported in private automobiles unless authorized by the Activities Director.
2. Students are to return home following competition in the vehicles arranged for by the District. This is an essential part of the team building associated with activities.

#### Exceptions:

1. A participant may continue on a trip with his or her parents or remain at the site when his/her parents are visiting friends, relatives, etc.

2. If returning to Broken Bow causes a hardship upon the family such as if the participant lives between the site and Broken Bow.
3. If a participant must return home early because of another obligation or emergency situations.
4. Students who go to an event/contest as spectators are not allowed to participate in the pep band while at the contest/event. They must ride the bus provided.

This policy is followed in all parts of the activity program in order to ensure unity among the squad/groups and because of the liability factor involved.

In (1), (2), and (3) of the exceptions above, the participant may be released to their parents if written permission is given by a school administrator before the event. A note from the parent must be signed by an administrator and presented to the sponsor before the trip. In special incidents, parents may request that the student be released to another adult that is designated by the parent. A special form will need to be filled out and approved by an administrator before the trip takes place. **PERMISSION WILL NEVER BE GRANTED FOR STUDENTS TO RIDE WITH ANYONE OTHER THAN ADULTS.**

3. Should a student be in violation of this before mentioned policy on transportation, they will be suspended for a period of one calendar week from all events/contests of that activity. Should a student be in violation of the before mentioned policy for the 2<sup>nd</sup> time during any activity season, they will be suspended from the activity for the duration of the activity season.
4. When traveling by school bus, students should remember the following:

- Always be on time for departure.
  - There will be no loud or boisterous talking.
  - All riders will always be seated.
  - There will be complete silence when the bus stops for railroad crossings.
  - There will be no yelling out windows or waving of arms out the window.
  - No obscene gestures allowed.
  - Students will always leave the bus by the front door.
5. All trips will leave as scheduled. Students are responsible to be on time. If a student misses the bus he/she will not be allowed to participate.
6. When students participate in a two-day event at the same site, they will not be allowed to stay overnight with relatives or friends the first night and represent Broken Bow Public Schools the second. This does not limit participation if a group is under the jurisdiction of coach/sponsor. Any deviation must be cleared through the Activities Director.
7. The Broken Bow Public Schools provides students with a catastrophic accident policy through the NSAA and the National High School Federation. Students are covered while going to and from an activity as well as when competing. Travel must be in designated school vehicles. In order to have students covered under this policy, **WE INSIST STUDENTS GO TO AND RETURN ON VEHICLES PROVIDED BY THE SCHOOL DISTRICT.**

### **SCHOOL DANCE REGULATIONS**

The following rules will be in effect for all dances held at Broken Bow Schools:

1. All school-sponsored functions will be held at school facilities.
2. All school rules are in effect for all who attend the dance.
3. Students leaving the dance before it is over may NOT return. If an emergency should arise which demands that you leave, you must get permission from the sponsor or the principal in order to return.
4. Only freshman and older get to attend a high school dance. Alumni and guests are invited with the understanding they will follow the school rules. They have to be registered in the high school office prior to the dance
5. The doors will close 1 hour after the dance begins to further admittance.

**Extracurricular Activity Policy  
for Middle/Senior High Schools  
(covering all activities including athletics)**

**Code of Conduct for Extracurricular Activities:**

Any student of Middle or Senior High shall be suspended from the extracurricular activity program if it is determined that the student has broken the laws of the State of Nebraska (except minor traffic violations, where the student loses 3 or less points on his/her driver's license), has possession of or used alcohol, illegal drugs or any other forms of chemical abuse, smoking, possession, chewing or use of tobacco, or has been involved in conduct unbecoming a student involved in the extracurricular activity program. A student shall not, regardless of quantity, use or consume, have in possession, buy, sell or give away any illegal or non-prescribed controlled substance (or look alike), tobacco product/tobacco substitute or beverage containing alcohol.

All violations other than "has broken the laws of the State of Nebraska," and "conduct unbecoming a student involved in the extracurricular activities program," shall be reported by any school official and may be reported by any student to the Activities Director or the Sponsor involved. Violations by reason of "has broken the laws of the State of Nebraska" or "conduct unbecoming a student involved in the extracurricular activity program" may be reported by any school official when the severity of the violation warrants it.

**Penalties For Students Who Self-Report:**

**1. First Violation**

The student is not allowed to participate in any school sponsored extra-curricular activity including but not limited to, all contests, competitions or performances for a period of fourteen (14) calendar days. The student will also forfeit any appointed or elected position during the suspension period including class/club offices, homecoming royalty, etc.

2. **Second Violation**

The student is not allowed to participate in any school sponsored extra-curricular activity including but not limited to, all contests, competitions or performances for a period of twenty-eight (28) calendar days. The student will also forfeit any appointed or elected position during the suspension period including class/club offices, homecoming royalty, etc.

3. **Third Violation**

The student is not allowed to participate in any school sponsored extra-curricular activity including but not limited to, all contests, competitions or performances for a period of sixty (60) calendar days. The student will also forfeit any appointed or elected position during the suspension period including class/club offices, homecoming royalty, etc.

**{Any student found in violation of the activity code of conduct who does not self-report his/her violation will receive an additional 7 days of activity suspension for each violation.}**

**Enforcement Period for Code of Conduct**

The enforcement of this policy will begin with the official starting day of the fall sport season or the first day of a specific fall sports season (football) established by the Nebraska School Activities Association and will end on the last official day of school in a given year as established by the Board of Education unless the activity extends beyond the last official day of school. **Activity suspensions will carry over to any school sponsored summer activity and the next school year should any days of the suspension remain at the close of the current school year.**

Any suspension or expulsion will begin when the Activities Director determines that a violation has occurred regardless of the amount of time elapsed between the violation and the actual discovery.

