

BROKEN BOW SCHOOL
MIDDLE / HIGH SCHOOL
STUDENT HANDBOOK
2019-2020



INDEX

Welcome and Character Expectations	5
Broken Bow Schools Office Phone Numbers	6
MS/HS Bell Schedule	7
Academic Calendar	8
School Safety	9

Academic Information

- Permanent Records and Transcripts.....9
- Report Cards
- Grade System
- Honor Roll
- Course Load
- Dual Credit Options
- National Honor Society
- Schedule Changes/Retakes
- Counseling Services
- Middle School Students After School Study Hall
- Middle School – High School BOW TIME
- Academic Letter
- Academic Wall of Fame Awards

Attendance Policy

- Nebraska Law
- Attendance
- Unexcused Absence
- Attendance Guidelines
- Pre-Arranged Absences
- Makeup Work
- Tardiness
- Leaving School
- In-School Suspension
- Withdrawal from School
- Senior Personal Days

School Policy

- Discipline

- Retraining16
- Suspension/Expulsion16
- Student Use of Alcohol, Tobacco or Other Drugs16
- Harassment17
- Copyright and Fair Use Policy18

Student Dress & Personal Appearance

- General Philosophy and Guidelines18
- Tank Top Policy19

School Guidelines

- Bad Weather Dismissal19
- Assembly Programs20
- Daily Announcements20
- Class Organization Officers20
- Initiations20
- Personal Space.....20
- Lockers20
- Personal Property20
- Posters and Signs20
- Picture Taking/Videos20
- Medication20
- Latex Exposure21
- Open Campus Lunch21
- Beverages21
- Bus/Vehicle Regulations21
- Automobiles21
- Telephone Messages21
- Cell Phones21
- I-Pods and Misc. Electronic Devices22
- Fines for Lost or Damaged Items22
- Technology Equipment22
- Searches by Administration23
- Law Violations23
- Student Portal Directions23

Activity Guidelines

- General Guidelines24
- Sportsmanship Guidelines24
- School Song25
- Mascot Guidelines25

- Physical Examinations/School Insurance25
- Activity Transportation Policy25
- School Dance Regulations.....27
- Extracurricular Activity Policy and Code of Contact27

School Food Service28

School Board Policies

- Student Internet and Computer Access30
- Student Fees32
- Student Bullying36
- Dating Violence Prevention36
- Firearms and Weapons37
- Rights of Custodial and Non-Custodial Parents38
- Routine Directory Information39
- Lice and Nits40
- Bed Bugs41
- Protection of Pupil Rights.....41
- Notice of Parental Rights.....43
- Use of Sniffer Dogs.....48

School Nurse Letter48

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Darren Tobey
 Title: Superintendent
 Address: 323 North 7th Avenue, Broken Bow NE 68822
 Telephone: 308-872-6821
 E-mail: darren.tobey@bbps.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053–Nondiscrimination.

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 and High School, 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.

CHARACTER EXPECTATIONS FOR ALL BROKEN BOW SCHOOLS!!!

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

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

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

Broken Bow Schools

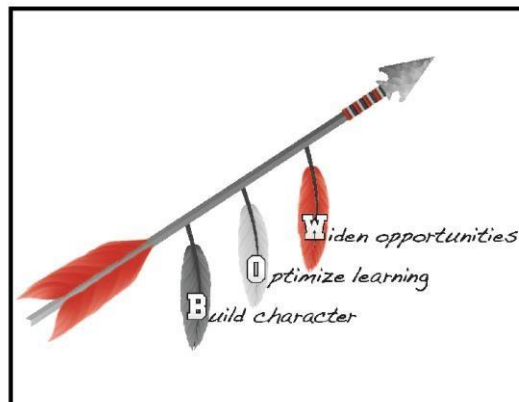
323 North 7th Avenue
Broken Bow, NE 68822
308-872-6821 District Office
308-872-2475 High School
308-872-6441 Middle School

Mr. Darren Tobey
Superintendent

Mr. Rusty Kluender
Middle School and High School Principal

Mr. Jeff Ellis
Assistant Middle School and High School Principal/Activities Director

Mr. Ed Schaaf
High School / Middle School Counselor



Broken Bow Public Schools
Middle and High School Bell Schedule
2019-2020

Regular Day

Period 0	7:05 - 7:55
BOW TIME	8:12 - 8:42
Period 1	8:46 - 9:31
Period 2	9:35 - 10:20
Period 3	10:24 - 11:09
Period 4	11:13 - 11:58
Period 5	12:02 - 1:21
Middle School Lunch	12:02 - 12:35
High School Lunch	12:47 - 1:21
Period 6	1:25 - 2:10
Period 7	2:14 - 2:59
Period 8	3:03 - 3:48

Friday Schedule and Early Dismissal Schedule

Period 0	7:05 - 7:55
Period 1	8:12 - 8:55
Period 2	8:59 - 9:39
Period 3	9:43 - 10:23
Period 4	10:27 - 11:07
Period 5	11:11 - 11:51
Period 6	11:55 - 1:05
Lunch: Middle School	11:55 - 12:25
High School	12:35 - 1:05
Period 7	1:09 - 1:48
Period 8	1:52 - 2:30

10:00 AM Start

Period 1	10:00 - 10:36
Period 2	10:40 - 11:16
Period 3	11:20 - 11:56
Period 4	12:00 - 1:06
Lunch: Middle School	12:00 - 12:30
High School	12:36 - 1:06
Period 5	1:10 - 1:46
Period 6	1:50 - 2:26
Period 7	2:30 - 3:06
Period 8	3:10 - 3:48

Broken Bow Schools 2019-20

Aug 8-9- Teacher Workdays

Aug 12-14- Teacher Workdays

Aug 15- Best First Day of School
(Friday Dismissal Schedule)

AUGUST '19						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2- Labor Day
(No School)

Sept 16- Teacher Workday
(No School)

Oct 7- Teacher Workday
(No School)

Oct 21- PT Conferences
K-5 4:00-8:00 6-12 5:00-8:00

Oct 24- PT Conferences
K-5 9:00-1:00 6-12 8:00-1:00
(No School)

Oct 25- Fall Break
(No School)

OCTOBER '19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 11- Teacher Workday
(No School)

Nov 27- Thanksgiving Break
(Friday Dismissal Schedule)

Nov 28-29- Thanksgiving Break
(No School)

Dec 20- End of 1st Semester (84)
(Friday Dismissal)

Dec 22-26- NSAA Moratorium

DECEMBER '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 2-3- Teacher Workday
(No School)

Jan 6- School Resumes

Feb 17- Teacher Workday
(No School)

Feb 25-27- K-5 PT Conferences
(4:00-8:00)

Feb 28- K-5 No School

FEBRUARY '20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 12-13 Spring Break
(No School)

Mar 16- Teacher Workday
(No School)

April 9- Easter Break
(Friday Dismissal)

April 10-13- Easter Break
(No School)

APRIL '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 9- Graduation

May 13- K-8 Last Day (85)

May 14- 9-12 Last Day (87)

May 14-15- Teacher Workdays

May 18-21- Makeup Days

Regular Day (M-TH)
6th-12th 8:12am-3:48pm

Early Dismissal (Every Friday & as noted)
6th-12th 8:12 am - 2:30pm

School Safety

Once the school day begins, all exterior doors are locked. All visitors and students are required to gain permission to access the building and report to the front office. Broken Bow School buildings are monitored by video surveillance.

ACADEMIC INFORMATION

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, behavior records 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.

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.

GRADE SYSTEM

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

Letter Grade	Percentage	Regular Classes	Dual Credit Classes
A+	97 - 100	4 points	5 Points
A	90 - 96	4 points	5 points
B+	87 - 89	3 points	4 points
B	80 - 86	3 points	4 points
C+	77 - 79	2 points	3 points
C	70 - 76	2 points	3 points
D+	67 - 69	1 point	2 points
D	60 - 66	1 point	2 points
F	0 - 59	0 point	0 points
Inc.	Incomplete		0 points
P	Passing		

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 student schedule shall be composed of eight class periods per day.

DUAL CREDIT OPTIONS

The Dual Enrollment Program provides an opportunity for high school students to obtain college credits for a portion of the actual tuition and fees. Classes will be taught at the high school, Mid Plains campus or over online colleges. The credit earned is applied toward high school credits and college credits. The grades earned in dual enrollment courses may be the first college grades a student will receive and become a permanent part of the student's college academic record no matter what institution the student decides to attend after high school graduation. For further information about dual credit options, contact the high school guidance counselor.

NATIONAL HONOR SOCIETY

Membership into the Broken Bow High School Chapter of the National Honor Society will be based on scholarship, leadership, service, and character. Sophomores, Juniors and Seniors with a GPA greater or equal to 3.7 are eligible for membership. Students must submit a selection information form for membership. A committee of teachers will review the information forms to select new members. Submitting the form alone does not guarantee acceptance into the National Honor Society. Applications will be accepted in the spring. For further information about National Honor Society, contact the BBHS sponsor through the high school office.

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.**

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.

MIDDLE SCHOOL STUDENTS – AFTER SCHOOL STUDY HALL

This study session will be offered on Monday, Tuesday, Wednesday and Thursday from 3:48 – 4:15 each week beginning the Tuesday after Labor Day. The study sessions will be with the teacher and subject the student needs help with. This study session is designed to assist students that may be struggling with subjects, help them get caught up on their work in the event that they fall behind and is required for students with missing assignments to complete the assigned work, increasing the chance for student success.

Guidelines for this study hall are as follows:

1. ***Mandatory attendance will be required for any student failing to turn in a class assignment for that day. Students will be required to attend the study session until the***

*missing assignment is completed. Students attending the after school session will be dismissed at 4:15 p.m. Any student refusing to complete assignments during the study session time will be required to stay after 4:15 p.m. with school administration until the work is complete. Students failing to attend a **mandatory study session will be required to complete the work at a time determined by school administration.***

2. *Some students may have the after school study session written into their IEP, however this option is available to all students. Parents interested in having their child attend on a regular, voluntary basis must contact the school requesting this service in writing.*
3. *Students can voluntarily come to any study session to get assistance as long as they notify their parent/guardian.*
4. *Students are to notify their parent/guardian to inform them about having to stay after school. **When: 3:48 p.m. – 4:15 p.m. (Mon, Tue, Wed & Thurs) - Study Session will not meet on early dismissal days.***

Middle and High School BOW Time

BOW Time will be Monday – Thursday from 8:12-8:42. BOW Time is designed to assist students that may be struggling with subjects, help them get caught up on their work in the event that they fall behind and is required for students with missing assignments to complete the assigned work, increasing the chance for student success. When a student is failing any class, they must attend BOW Time in the classroom in which they are failing. Students will also have the opportunity for enrichment classes during this time. **ALL STUDENTS ARE REQUIRED TO ATTEND BOW TIME.**

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.

ACADEMIC WALL OF FAME AWARDS

Students in grades 9-12 are presented with an academic medal, to receive this honor student must have a cumulative GPA of 3.5 or higher. Students will also be honored for having a cumulative 4.0 GPA for all 4 years of high school. Student receiving awards will have their picture displayed on the Wall of Fame in the Broken Bow High School.

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 school attendance is of the utmost importance during a student's middle school and high school career. A primary goal of Broken Bow Schools is to prepare students for successful transitions throughout life. The world waiting for our students after high school demands that they are present and punctual to their obligations. Broken Bow attendance rules have been developed to emphasize the importance of each student being in the classroom, as well as arriving on time to each class period. Much of the real value of the educational process comes from the person to person relationships between student and teacher. Learning the responsibility of getting to class on time is an integral part of Broken Bow School's culture of having compassion, integrity, respect and responsibility which prepares students for success.

Anytime a student is absent from school, it is the responsibility of the parent or guardian to contact the school in writing or by calling the Middle School (872-6441) or High School (872-2475) to verify the student's absence. Failure to call the school about student's absence may result in school consequences and/or loss of school privileges. The Broken Bow Schools will attempt to notify student's parent or guardian regarding periods of absentee via telephone.

Please Note: Once a student is tardy 15 minutes or more then he/she will be assigned an unexcused absence for that period.

If a high school student exceeds 10 absences for a class period 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 or medical appointments, 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.

***Students having accumulated a total of eight unexcused absences, or a combination of ten excused and unexcused absences during a school year will be subject to possible attendance mediation services. Students with 20 absences or more may be referred to the Custer County Attorney as required by state statute and school policy.**

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

The building principal shall be the attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student exceeded the number of Unexcused Absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

- Verbal or written communication by the school with the parent or guardian of the student
- A meeting or meetings between the school attendance officers, school social worker, a school administrator or designee, the person who has legal or actual control of the child, and the student when appropriate. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child;
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community services.

ATTENDANCE GUIDELINES

A student must be in attendance for all of their scheduled classes on a 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 administration participation may be allowed. This would include all practices as well as games and performances.

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.

MAKE-UP WORK

The make-up 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 for requesting assignments for makeup work, and 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. Students will have two days for each day missed to have makeup work completed. This is for excused absences only. If the work is not made up in the time that is allowed, zeros may be assigned. **No student will be allowed to make up any assignment two weeks past the assigned date unless authorized by school administration.**
- To receive credit for work missed due to disciplinary suspension, the student, upon returning to school, is responsible for requesting assignments for makeup work, and for completing the makeup work on his/her own initiative by the due date. 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 15 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 check out sheet and have all appropriate staff sign that he/she has returned all books, technology and paid all fees. Students who do not check out of school correctly will not have transcripts forwarded to their new school.

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.

- Prior approval from parents and principal
- All work must be made up ahead of time and a “senior day” sheet must be turned into the high school office
- Students are unable to use it on a day of activities; example game, competition or performance, but can use it on a day of practice
- Must be a whole day
- Cannot have an unexcused absence or exceeded the attendance policy for the current semester
- Student cannot be currently failing any classes
- Must be used prior to 1st semester finals and 2nd semester finals

SCHOOL POLICY

DISCIPLINE

Any conduct which causes or which creates a reasonable likelihood that it will cause a disruption in or interference with education of others, any school function or activity 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, retraining, detention, 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.
- 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.

RETRAINING

Students may be assigned a retraining session by a teacher or school administrator. The retraining time and place will be at the discretion of the staff member assigning the retraining session. Failure to attend an assigned retraining session 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, tobacco products, electronic smoking devices or other controlled substance is a violation of State Law and/or school policy. Any student possessing or using alcohol, tobacco, tobacco products, electronic smoking devices 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-alikes/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, contact law enforcement 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: The principal shall invoke the following penalty:

- The student shall be suspended from school for three to five school days as the policy relates to legal drugs, tobacco, tobacco products or electronic smoking devices. In addition, the student will be subjected to the activity penalties as found in the **Activity Guidelines** section of this handbook.
- Law enforcement will be contacted.
- 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:

- The student shall be suspended from school for six to nineteen school days as the policy relates to legal drugs, tobacco, tobacco products or electronic smoking devices 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.
- Law enforcement will be contacted.
- 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:

- The student shall be expelled from school for repeated violations of school policy.
- Law enforcement will be contacted.

***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.

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 5054 Student Bullying**

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.

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. ***Students representing Broken Bow Public Schools as a competitor or performer must also adhere to these guidelines as noted. Exceptions can be made by the activity sponsor with administrative approval.**

Guidelines:

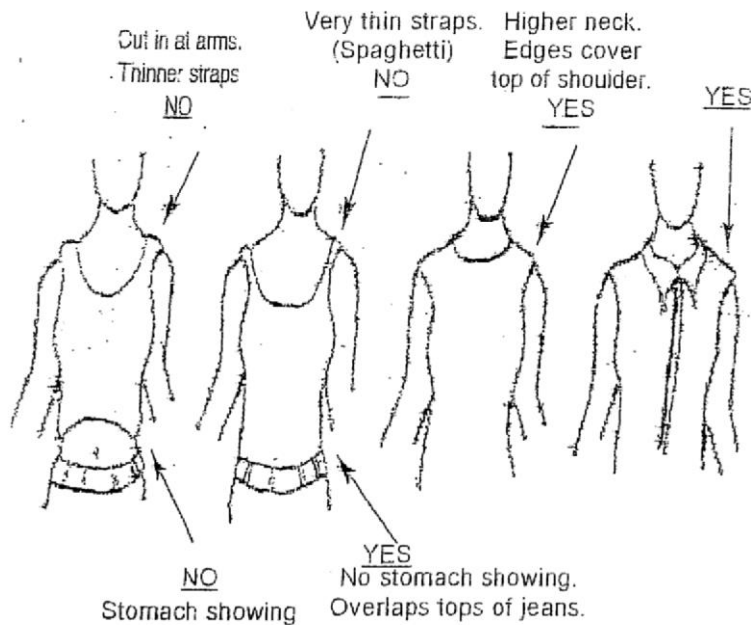
1. Cleanliness should be practiced at all times in regard to an individual person wearing apparel.
2. Hats, caps, hoods, bandannas, head scarves, are not to be worn in the building during the school day.
3. Students shall be able to make direct eye contact with school staff during the school day. Anything 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. 4" inseam) or skirts (min. fingertip 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, not expose any cleavage or undergarments and shoulder strap width must be a minimum of two adult fingers wide. Students will be asked to correct inappropriate attire. (Please see diagram)



SCHOOL GUIDELINES

BAD WEATHER DISMISSAL

Announcements will be made over KCNI/KBBN and the school's telephone notification 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/KBBN and KBEAR and the school's telephone notification system as to the time of closing.

ASSEMBLY PROGRAMS

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

DAILY ANNOUNCEMENTS

A daily bulletin will be read at the start of 2rd period each day along with being emailed to each student and posted on BBPS 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 1st 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

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

PERSONAL PROPERTY

Students are responsible and required to use their assigned school locker or PE locker to secure all personal property. Examples include but not limited to money, cell phones, electronics and clothing. **Broken Bow Public School is not responsible for any lost or stolen items.**

POSTERS AND SIGNS

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

PICTURE TAKING/VIDEOS

Students taking pictures/videos in or on BBPS property must have permission from school officials along with the permission of the people having their picture taken or videoed. Pictures/videos taken at school or on school property and submitted on the internet or on other public venues can be subject to disciplinary action.

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.

OPEN CAMPUS LUNCH

High School students of good standings will have open campus lunch. Students who are repeatedly late for 6th period or failing 3 or more classes may lose open campus privileges.

BEVERAGES

Only teacher/administration approved containers are allowed in classrooms and hallways. **NO beverages are allowed in locker rooms or gyms.**

BUS/VEHICLE 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. **Students are required to appropriately use any vehicle restraint system while being transported in school owned vehicles or for any school sponsored activity.** Exception: buses without restraint systems.

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 south of the Activities Building. **Students parking in an unauthorized area of school property will be given 2 hours of detention time and will have to move their vehicle immediately.**

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.

CELL PHONES

High School Students may use cell phones or smart watches 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 6th - 8th must keep cell phones and smart watches 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 3rd violation and out-of-school suspension for additional cell phone policy violations.

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 3rd violation and out-of-school suspension for additional electronic device policy violations.

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 or lost school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage and report cards will be held.

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, digital still and video cameras, and various wireless devices.

- 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.

- 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.
- 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. Personal devices must connect to public access Wi-Fi.
- The Administration may determine exemptions to this policy on a case-by-case basis for professional purposes.
- 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, desks, clothing pockets, book bags, etc. as well as a motor vehicle parked on school property, and other such property that is owned by the school or student. Personal items left unattended on school property may also be searched by school personnel. The school has exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration. There also may be periodic searches conducted by the canine unit during or after school hours. The following rules will apply to the search and seize of items in a student's possession or control.

- School officials will conduct a search if there is reasonable basis to believe that the search will uncover evidence of a crime or rule violation.
- Illegal or legal items determined to be a threat to the safety of others, educational purposes or a nuisance may be seized by school officials. Any firearm, tobacco or illegal substance will be confiscated and delivered to law enforcement as soon as practical.
- Items which are used to disrupt or interfere with the educational process will be removed from student possession.

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

*click on Parent-Student Portal

*type in your log in

*type in your password

*you should now be logged into the student portal

Contact the district office to set up a log in and password

ACTIVITY GUIDELINES

Students are expected to conduct themselves as they would on a regular school day at Broken Bow Middle School & 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 six classes during the current semester to be eligible for activity participation. Ineligible students still attend practice but are not allowed to compete, perform or miss school for any school related activities. A student's eligibility status is in effect for a one-week period of time beginning after the third week of each semester. (Exception: An academically ineligible student will be allowed to participate in any graded activity that is part of a regularly scheduled class.)

Student activity tickets will go on sale the first day of school. The cost of the activity ticket is \$35.00. 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. Broken Bow MS/HS 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. Broken Bow MS/HS 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. Broken Bow MS/HS 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 Public 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 advised to use an arrow/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.

- 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.
- 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:

- 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.
- If returning to Broken Bow causes a hardship upon the family such as if the participant lives between the site and Broken Bow.
- If a participant must return home early because of another obligation or emergency situations.
- 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 to the sponsor before the event. A note from the parent must be given 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.**

1. 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 2nd time during any activity season, they will be suspended from the activity for the duration of the activity season.
2. 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 and wear seat belts when installed in vehicle
 - 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.
3. 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.
4. 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.

5. 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 or site designated by administration.
2. All school rules are in effect and a student must be eligible to 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 and only middle school students may attend middle school dances. 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 Middle School or Senior High Student 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.

SCHOOL FOOD SERVICE

The Broken Bow Public Schools operates a hot lunch program in all buildings. The primary purpose of the school lunch program is to provide the students with well-balanced, nutritious, low-cost meals. The meals can make an important contribution to the health and well-being of individuals by improving the quality of their diets and aiding in the development of sound food habits. The school lunch menu consists of a choice between two entrees and the food bar each day. Breakfast and lunch menus are published monthly on the Broken Bow Public School website at www.bbbs.org.

On – Line Payments:

Broken Bow Public Schools provides on – line payment capability for school meals. You can add money to your child's account, view account balances and recent purchases, - from the convenience of your home, or office.

Visit www.bbbs.org and log into the student/parent portal. If you don't have a parent portal call 308-872-6821 to set one up.

The policy will be enforced with Students as follows:

- Student lunch account balance below \$5.00: Households will receive a low and negative balance phone call via the school's telephone notification system.
- Once a month, negative balance letters will be mailed to students who have a negative balance on their account.
- An account may be at a negative \$15.00 for purchasing reimbursable meals only. When an account is more than negative \$15.00 students will be offered an "alternative meal."
- Parent and /or students can check their account balance by calling the Food Service Office at 872-2916 or by logging into the student / parent portal or mobile app

Students may bring a personal meal and eat it in the cafeteria. These meals may not be shared or supplied to other students. The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's breakfast or lunch. No soda pop sales are allowed during breakfast and lunch serving times.

Families are encouraged to apply for free and reduced price meals for their children. Letters are sent to every family in the fall, explaining the application process to receive free or reduced price school lunches. For additional information, or a new application, contact the school secretary or Jennifer Gibbons at the Superintendent's Office.

Broken Bow Public Schools Participates in National School Lunch Program (NSLP) & School Breakfast Program (SBP) and must comply with United States Department of Agriculture Nondiscrimination practices as stated:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider

All complaints, written or verbal, shall be accepted by the School Food Authority CIVIL RIGHTS (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual

toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

School Board Policies

Board Policy 5037 Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the 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 gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or 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/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside 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 district 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 share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
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. Students 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, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a 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.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, 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.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. 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.

4. The school 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

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies and to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**Board Policy 5045
Student Fees**

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.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "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.
3. "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.

1. 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.

2. 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.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. 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.

4. Materials Required for Course Projects.

The district does not 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.

5. 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 chose 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.

A. 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.

A. 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.

B. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

BROKEN BOW PUBLIC SCHOOLS STUDENT FEE ASSESSMENTS

Students may apply for waivers of fees under district waiver guidelines. The student fee policy will be published annually in the Student Handbook. The following fees **will** be assessed during the school year for students involved in the activities described:

Program	Description of Fee	Maximum \$ Amount of Fee
6-12 Grades		
1:1 Computer Device	Convenience Fee	\$35.00
7-12 Grades		
Activity Pass	Must purchase if involved in activities	\$35.00

The following describes clothing/equipment that students **may** need to participate in the activities described. In addition, students may be asked to bring or pay for a meal on activity trips.

Program	Description of Fee	Maximum \$ Amount of Fee
All Grades		
Field Trips	Admission	\$10.00 per trip
Middle School		
Classrooms	Supplies	\$15.00
Math 7 th and 8 th Grade	Calculator	\$20.00
Physical Education	Shorts, shirt, shoes, towel, socks	\$70.00
Band	Supplies	\$30.00
Band	Instrument Rental	\$130.00
Band	Instrument Purchase	\$700.00
Industrial Tech	CO2 Cars	\$5.00
Football	Shoes, etc.	\$125.00
Volleyball	Shoes, kneepads, etc.	\$125.00
Boys/Girls Basketball	Shoes, etc.	\$125.00
Wrestling	Shoes, etc.	\$60.00
Boys/Girls Track	Shoes, etc.	\$80.00
Boys/Girls Cross Country	Shoes, etc.	\$60.00
Clubs	Dues	\$20.00 per club
High School		
Classrooms	Supplies	\$15.00
Physical Education	Shorts, shirt, shoes, towel, socks	\$70.00
Industrial Tech	Projects	\$10.00-\$1,000.00
Ag Education	Coveralls, gloves, boots, etc.	\$100.00
Ag Education	Safety glasses	\$10.00
Math	Calculator	\$20.00
Geometry/Statistics	Scientific Calculator	\$25.00
Art-Independent Study	Supplies	\$10.00-\$500.00
Clubs	Dues	\$20.00 per club
Band	Supplies	\$30.00
Band	Instrument Rental	\$130.00
Band	Instrument Purchase	\$700.00
Flag Team	Uniform	\$400.00
Majorettes	Uniform	\$400.00
Vocal Music	Men's Small Group outfit	\$65.00
Vocal Music	Ladies Small Group dress	\$60.00
Vocal Music	All State Registration	\$30.00
Vocal Music	Honor Choir Registration	\$15.00 per event
Cheerleading	Uniform/Camp	\$1800.00
All Sports	Physical	\$30.00
Football	Shoes, etc.	\$150.00
Volleyball	Shoes, kneepads, etc.	\$150.00
Boys/Girls Basketball	Shoes, etc.	\$100.00
Wrestling	Shoes, etc.	\$150.00
Boys/Girls Track	Shoes, etc.	\$80.00

Boys/Girls Cross Country	Shoes, etc.	\$60.00
Boys/Girls Golf	Clubs, bag, balls, shoes, etc.	\$300.00
Boys/Girls Golf	Shirt	\$35.00
National Honor Society	Shirt	\$15.00
Seniors	Graduation cap and gown	\$25.00

Board Policy 5054 Student Bullying

Bullying Prohibited: Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

Disciplinary Consequences: The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior. A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Prevention and Education: Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review: The school district shall review this policy annually.

Board Policy 5030 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.

A copy of this policy shall be included in the student handbook.

Board Policy 5049 Firearms and Weapons

Weapons: No student may 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. No visitor under the age of 18 may 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” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms: The prohibition against firearms does not apply to:

- The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
- Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
- Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
- Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or
- A handgun carried as a concealed handgun by a nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased: The term “encased” means 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:

- The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
- The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
- 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 – Firearm: Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon: State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms: Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that 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.

Report to Law Enforcement Authorities: All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Board Policy 5020 Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Board Policy 5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number. hon gra

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents

have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

**Board Policy 5062
Lice and Nits**

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

**Board Policy 5065
Bed Bugs**

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis. The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred. If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

**Board Policy 5015
Protection of Pupil Rights**

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and

- (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
 - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or

- ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
 - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
 - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
 - iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term "personal information" means individually identifiable information including:
 - i. student's and parent(s)' first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student's 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.

If you believe one of your student's 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 a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site. Directory information includes the following information about a student:

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

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 parental consent.

You have two options:

If you *DO NOT OBJECT* to the disclosure of 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 the last Friday in August.

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: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) 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 are:

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

**Board Policy 3045
Use of Sniffer Dogs**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.

3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy

and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Broken Bow Public Schools
323 North 7th Avenue
Broken Bow NE 68822

Dear Parent/Guardian:

Another school year has begun. As in the past, the school cannot administer any medications without your permission.

Any student who is required to take medication(s) during the regular school day must comply with school regulations. Any over the counter medication (i.e. Tylenol, cough drops, antacid tablets, ect.) brought to school by your child needs to be taken to the office to be kept in the medication lock box. The Junior High and high school will have Tylenol readily available to give your child if they have a signed permission form on file.

All medication needs to be brought to school in the original container and have your child's name on it. Prescription medication needs to be brought in the current prescription packaging with the name of the drug along with the dose and time the medication is to be taken. Over the counter medicines need to have parent instructions as to what time to be given and the number of days to be given. If medications is to be sent home at the end of the day, this should be in the written instructions also.

Also, the school would like to know if your child has any health problems or allergies. This will help us to provide proper medical attention if an emergency would arise.

EpiPens/epinephrine is available at the Broken Bow Public Schools in the nurse's office of each building. If your physician has prescribed, or recommended that your child carry epinephrine, please make us aware of this. This information will allow us to provide prompt medical treatment in case of an emergency. If your child has a latex allergy or food allergy. Please share this information with us. All pertinent health information will allow us to take appropriate and prompt care of your child should the need arise.

If you have any questions or concerns about your child, please feel free to contact me.

Sincerely,

Terry Jepsen, LPNC, School Nurse
308-215-0078 or
school.nurse@bbps.org
Broken Bow Public Schools