

BEATRICE MIDDLE SCHOOL



STUDENT / PARENT HANDBOOK
2020 - 2021

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Beatrice Middle School Administration:
John Jarosh, Principal
Andrew Haake, Assistant Principal

BEATRICE MIDDLE SCHOOL MISSION

The mission of Beatrice Middle School is to provide students with the academic and life skills necessary for personal success and responsible citizenship...

...by providing guaranteed and viable curriculum, high quality instruction, and a safe and caring environment.

- 1. Curriculum:**
 - a. Rigorous**
 - b. Aligned (Horizontal/Vertical)**
 - c. Real life application**
- 2. Quality Instruction:**
 - a. Classroom Strategies and Behaviors**
 - b. Planning/Preparing**
 - c. Reflecting on Teaching**
 - d. Collegiality and Professionalism**
- 3. Safe and Caring environment:**
 - a. Physically**
 - b. Emotionally**

OUR BELIEFS

DEFINITION: AN EXPRESSION OF THE SHARED VALUES OF OUR COMMUNITY

We believe that...

- Every human has infinite worth.**
- All people can be successful learners.**
- Hard work and perseverance are necessary to achieve one's full potential.**
- Passion, enthusiasm, and positive attitude greatly enhance performance.**
- Honesty is essential in building trust.**
- Family is the primary influence in a child's life.**
- A cooperative effort among family, school, and the community provides the foundation for our children's future.**
- Every person is responsible for his or her actions.**
- Everyone has the responsibility to contribute to the improvement of society.**
- Diversity of people, ideas, and experiences enhance a community.**
- Achieving excellence is worth the investment of time, effort, and resources.**

Dear Parent/Guardian:

We want you to be aware that Beatrice Public Schools have made many preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students and staff from harm.

In order for our emergency-response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you to support our disaster-response efforts. Your cooperation is vital in helping us protect the safety and welfare of all children and school employees.

Therefore, in the case of a crisis, we ask you to observe the following procedures:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
2. Tune your radio to KWBE-1450 on your AM frequency for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your child.
3. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be moved to a location away from the school. You will be notified of this through the radio station KWBE-1450 on your AM frequency.
4. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
5. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

We are proud that Beatrice Public Schools are safe, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact me.

Sincerely,



John Jarosh
Beatrice Middle School Principal

ACADEMIC INFORMATION

GRADING SYSTEM

Student grades will be based on “Formative” activities, “Progressing” activities, and “Summative” activities.

“Formative” assessments are used daily and help drive the instruction of the teacher. Formative assessments may include group responses, class discussions, exit slips, independent coursework, homework, etc. These assessments will then help the teacher determine the proficiency level for each student and for the group. Formative assessments will be worth no more than 20% of the student’s final grade.

“Progressing” assessments are used as the student progresses on their learning journey. These activities may include quizzes, group work, independent coursework, etc. Progressing assessments are given after a student has acquired some knowledge or skill on the way to mastering a standard. These assessments will further help the teacher determine the proficiency level for each student and for the group. Progressing assessments will be worth no more than 30% of the student’s final grade.

“Summative” assessments measure the knowledge gained in a unit and are found at the end of the unit or a concept. Summative assessments allow students to independently demonstrate their proficiency of the concepts. Summative assessments may include presentations, essays, projects, tests, etc. Summative assessments will be worth no more than 50% of the student’s final grade.

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

Students are graded on a system as follows:

A = 93-100% (4.0)	S = Pass
B = 86-92% (3.0)	U = Condition
C = 78-85% (2.0)	I = Incomplete
D = 70-77% (1.0)	
F = 0-69% (0.0)	

An “Incomplete” indicates that required work has not been handed in or completed. Normally, the student is given two weeks after report cards have been issued in which to makeup work. A “Condition” indicates that the student is given another chance to pass. For example, a condition may imply, “If you pass the second semester, you will receive a passing grade for the first semester.” Before a teacher issues a condition the counselor will be consulted.

HONOR ROLL

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

NINTH (9th) PERIOD HOMEWORK

A goal of Beatrice Middle School is to provide opportunities for our students to experience academic success. One obstacle to academic success is the failure to complete assigned homework on the part of the student. The “9th period” program is designed to reduce the number of incomplete homework assignments and focuses on providing students a support system allowing additional opportunities to complete homework. It is the student’s responsibility to complete any and all work assigned by the classroom teacher.

Failure to complete work can result in a “9th period”. Students will be assigned an after school session in which homework will be completed. Students are to report to the designated room and immediately begin the task of completing his/her work. Once the student has completed the incomplete assignment, he/she may leave once the teacher has given permission. Permission is only granted when work has been satisfactorily completed.

The parent will be contacted, informing them of the 9th period assignment. A student will be expected to complete their homework during “9th period”. If a student does not attend the assigned “9th period”, a second may be assigned, or the student may be referred to the office for disciplinary action.

1. If the student does not meet the expectation of the “9th period”, a phone call will be made, a written notice sent home with the child, or an e-mail will be sent to inform the parent/guardian that their child has not met the expectations of the “9th period”. A student who does not attend the “9th period” for a specific assignment may be assigned a second “9th Period”, or the student may be referred to the office for disciplinary action. Disciplinary action may result in the student being assigned to our Alternative Learning Center. Satisfactory work must be completed before the student may return back to class.

PROGRESS REPORTS

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

REPORT CARDS

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

RETENTION

Academic success at the current grade level is a significant indicator of future academic success at the next grade level. If a student has not developed the necessary background knowledge they will struggle as they move through the educational system. Beatrice Middle School will recommend retention at the current grade level if a student fails two or more core classes. Students who are recommended for retention will be considered for promotion upon successful completion of summer school.

STANDARDIZED TESTS

The Beatrice Public Schools conducts the following standardized and criterion referenced assessments during the school year:

MAP (6th-8th)—Benchmarks in September and January
State Reading and Math Assessments (6th-8th)—March/April/May
State Science Assessment(8th)—March/April/May

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

TEXTBOOKS

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

ASSIGNMENT BOOK

All Beatrice Middle School students will receive one Assignment Book. Students will record daily assignments in the book. Students will be required to use their Assignment Book as a method of checking out at Study Hall. Each academic team will regulate the procedure for using the Assignment Book in their respective Study Hall. Replacement Assignment Books will cost a student \$2.00. The Assignment Book is an effort to help the students be more mindful of what their assignments are and more conscientious about completing the assignments when they are due.

MENTOR PERIOD

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

The following characteristics define the Mentor Period:

- Mentors meet with their students to track grades and set academic goals
- Time to organize planner and review upcoming curricular due dates
- The Beatrice Public Schools Boys Town Behavior skills program will be taught during Mentor Period.

ATTENDANCE INFORMATION

ABSENCE POLICIES

Regular attendance, as required by law, is an extremely important part of each student's official permanent school record and student success in school. All students are required to attend school daily. As stated in Nebraska school law, SECTION 79201, "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than six or more than eighteen years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have

met the requirements for legal operation prescribed in Chapter 79 each day that such schools are open and in session, except when excused by school authorities, unless such child has been graduated from school.” It is the legal responsibility of school authorities to report knowledge of any violations of this policy to the proper authorities and truant officers. It is a Class III misdemeanor if any person is found guilty of violation the provisions of this law.

If a student is absent, the parent/guardian is requested to notify the school as early as possible. The Attendance Hotline Number is **223-1591**, and is available 24 hours a day, 7 days a week. If the school has not been notified, it is the practice of the Beatrice Public Schools to attempt to contact the parent/guardian by 9:30 a.m. to check on the absence. ***If it has not been possible for parents to call in, students who are absent from school must turn in a written absence explanation within 3 days on their return to school. Make up work must be completed for absences. Failure to contact the school or obtain a written absence excuse may be considered truancy with disciplinary actions taken.***

ATTENDANCE REGULATIONS

1. Students who accumulate five (5) unexcused absences in a quarter and/or twenty (20) absences in a year shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students.
2. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student’s excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child’s attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

3. The following procedure will be used to communicate with parents and students:
 - a. If a student is absent, the parent or guardian is requested to notify the school as early as possible. Parents/guardians are asked to call or send a note in advance when they know a student is going to be absent from school. Parents/guardians may leave a message for the attendance secretary via the Attendance Hotline number, which is available 24 hours a day, 7 days a week. If the school has not been notified, it is the practice of the Beatrice Public Schools to attempt to contact the parent/guardian by 9:30 A.M. to check on the absence. If contact is not made, the absence will be recorded as unexcused.
 - b. Fifth absence: After the fifth absence during a quarter, the attendance secretary will notify the parent or guardian by letter. A school official will attempt to schedule a meeting with the student and his/her parent or guardian regarding these absences. At this meeting, the team will discuss the child’s attendance issue as well as possible resolutions, which may include educational counseling, curriculum changes, and /or educational evaluations.
 - c. Tenth absence: Upon the Tenth absence during a semester or school year, the parent or guardian will be notified of the absences and their right to request a meeting to discuss this issue.

- d. Fifteenth absence: Upon the fifteenth absence during a school year, the parent or guardian will be notified of the absences and the school's responsibility to notify the county attorney if the child is absent for more than twenty (20) days.
- e. Twentieth absence: Upon the student's twentieth absence during a school year, a letter and related documentation will be sent to the county attorney.

COMPULSORY EDUCATION

Regular school attendance is required by law. It is also an extremely important part of each student's official permanent school record and is important to a student's success in school. As stated in Nebraska school law, SECTION 79-201, "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than six nor more than eighteen years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have met the requirements for legal operation prescribed in Chapter 79 each day that such schools are open and in session, except when excused by school authorities, unless such child has been graduated from school." It is the legal responsibility of school authorities to report knowledge of any violations of this policy to the proper authorities and truant officers. It is a Class III misdemeanor of any person found guilty of violation of the provisions of this law.

LACK OF ATTENDANCE DUE TO WEATHER CONDITIONS

If students who ride school buses to and from school are unable to get to school because weather conditions prevent the buses from traveling their routes, they will be counted absent. City students are not affected by weather conditions and are expected to be in school unless school is cancelled. If parents call students in absent because of weather, the excuse will be accepted but it will count toward the ten-day absence policy. Any students in violations of the ten-day policy are entitled to an attendance hearing, where these weather related absences would be reviewed.

TARDINESS TO CLASS

Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

When a student is tardy five times or more to a specific period (per semester), the students will be issued an after school detention. If the student chooses to not show up for the after school detention, the student will be assigned two after school detentions. If the student chooses to skip the after school detention a second time, the student will be assigned to the Alternative Learning Center until the after school time is made up.

TARDINESS TO SCHOOL

When a student is late to school and the parents are not aware of the tardy, safety for the student is a concern to the school. Also, the school is concerned about the disruption to the academic routine for your child and learning environment for the school when a student arrives late to a class.

An unexcused tardy to class is similar to truancy because the school and the parent expect the child to be in school at the beginning of the school day.

If the tardy to school is to be excused by a parent, please contact the school as soon as possible. The parent can call the school's attendance number, (402)223-1591, call the main office at (402)223-1545, or send a note with the child at the time of the tardy. The student's excused tardy will be marked as a personal period in their attendance record.

When a student is tardy five times or more to Beatrice Middle School (per semester), and a parent does not excuse the tardy, the student will be issued an after school detention. If the student chooses to not show up for the after school detention, the student will be assigned two after school detentions. If the student chooses to skip the after school detention a second time, the student will be assigned to the Alternative Learning Center until the after school time is made up.

Please talk to your child about their school attendance and help them develop good habits that will make them successful in school and in their future employment.

ATHLETIC/ACTIVITIES

ACADEMIC ELIGIBILITY

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

ACTIVITY PARTICIPATION ON DAY OF ABSENCE

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

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

ATHLETIC/EXTRACURRICULAR ELIGIBILITY

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

DRUG, ALCOHOL, CITIZENSHIP ACTIVITY/ATHLETIC RULES

Beatrice students involved in athletics or activities must adhere to all school policies to take part in extracurricular activities during the school year. Student use, possession, distribution, or sale of alcohol, tobacco, vaping, narcotics, other drugs, "look-alike" drugs, anabolic steroids, or drug paraphernalia is prohibited. If a student involved in athletics or activities, is either determined to be in violation of school policy or is charged with a crime or offense either related to or not related to the use, possession, distribution or sale of alcohol, tobacco, narcotics, other drugs, "look-alike" drugs, anabolic steroids, or drug paraphernalia, the

following additional rules shall be applicable:

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

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

Second offense: Expulsion from the sport for the remainder of the season.

Coaches and sponsors have the ability to impose additional rules and consequences due to students grades and behavior.

TRANSPORTATION

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

CODE OF CONDUCT

BACKPACKS/PURSES/BAGS

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

CAFETERIA/LUNCH TIME CONDUCT

- Students are not allowed to sit or stand on tables or stand on benches.
- Students are not allowed to stand or walk on tables or benches.
- Students are not allowed to take food or drink out of the cafeteria.
- Students are not allowed to throw food or any objects. Violation of this rule can result in out-of-school suspension.
- Students are expected to put all trays, eating utensils, trash, in their proper places.
- Students are expected to cooperate with the cafeteria staff and follow instructions given by staff members.
- Students should not break into line.
- Students are expected to use only appropriate language and voice levels-- no yelling, profanity or vulgarity.

CONDUCT

Students are expected to show proper respect for the constituted authority of the school and are expected to exhibit a mature sense of responsibility toward other students and toward the school. We expect every staff

member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. Restrictions on an individual student's behavior may be necessary to insure the protection, rights, and privileges of all other individuals and the operation of the school.

DATING VIOLENCE POLICY

Beatrice Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. 79-2, 139 to 79-2, 142

DISPLAYS OF AFFECTION

Displays of affection are inappropriate and disruptive of the school's learning environment. Disciplinary steps will be taken to enforce guidelines by teachers and administration including warning and a parental conference. Use good judgment to avoid an embarrassing situation.

DRESS CODE

Students should come to school and school events clean in his/her person and dress. An individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect sensitivity to and respect for others. Good appearance stimulates good behavior and proper clothes encourage self-confidence. Appearance, which is disruptive to the educational process or endangers the safety or health of a student, will not be allowed. Recognizing that school is a place of business and that pride in our selves and in the entire student body is a worthwhile objective, we, the students, faculty, and administration, recognize the following dress policy:

1. Hats, bandannas, stocking caps, head sweatbands, visors, and sunglasses will not be permitted to be worn

- inside the school building.
2. Any clothing, which is cut, torn, ripped, see through, or exposes undergarments is prohibited.
 3. Any clothing, accessories, or jewelry, which has inappropriate statements, logos, slogans and pictures, or potentially dangerous will be prohibited in the building.
 4. Shirts, blouses, sweaters, sweatshirts
 - a. All shirts must fit appropriately including size and length.
 - b. Shirts or blouses exposing the midriff, shoulders and back will be prohibited.
 - c. Tank tops, spaghetti straps, basketball shirts, etc., may be worn in combination with either a capped sleeve shirt or t-shirt that covers the shoulder. Sleeveless shirts, worn alone, are prohibited. Capped sleeve shirts must be worn on the shoulder.
 - d. The neckline of shirts, dresses, etc. must be high enough to ensure modesty for students and does not expose undergarments.
 5. Shorts
 - a. All shorts must be of an appropriate length to ensure modesty.
 - b. All shorts must fit around the waist and should not be rolled up at the waist.
 - c. Boxers and swimming attire are prohibited.
 6. Pants
 - a. All pants must be of appropriate length.
 - b. All pants must fit around the waist. A belt of appropriate length may be worn to ensure that pants fit appropriately. Belts must be worn tight and around the waist.
 - c. Pajama bottoms and flannel/fleece pants may not be worn.
 - d. Pants must be free of holes above the knee.
 7. Dresses and Skirts
 - a. The length of all dresses and skirts must be of an appropriate length to ensure modesty.
 - b. Dresses with spaghetti straps or dresses that are sleeveless, must be worn in combination with a capped sleeve shirt.
 8. Footwear
 - a. Appropriate footwear will be worn properly during the school day.
 - b. Bedroom slippers will be prohibited.
 9. Coats
 - a. Coats will not be worn in school during the school day.

Responsibility for dress rests primarily with the parents. They should see to it that their children are properly dressed for attendance at school. If in doubt, be conservative. If, in the judgment of the administrator, attire is disruptive to the educational process or offensive to the community or poses a safety concern, the student may be sent home or be required to change. Other discipline may be necessary for ongoing problems with this dress policy. The administration reserves the right to address any clothing or attire that may be a hindrance to the learning environment.

ELECTRONIC DEVICES

“Electronic devices,” include, but are not limited to: cell phones, mp3 players, iPods, portable game consoles, cameras, laptop computers, and other electronic or battery powered instruments which transmit voice, text or data from one person to another. Students will not be allowed to use electronic devices on school property during regular school hours, 7:50 a.m.-3:12 p.m. Electronic devices must be put away in lockers and powered off. Beatrice Middle School staff members have the authority to confiscate inappropriate electronic devices. 1st Offense: After school detention & confiscated device returned to student. 2nd Offense: After school detention & confiscated device returned to parent/guardian. Contents of electronic devices can be searched if

administration has reason to believe the device contains items that are in violation of the BMS code of conduct. Items include but are not limited to: inappropriate pictures/graphics, threats, cyber bullying, etc. Recording or taking pictures of others without their permission is forbidden

Responsibility for Electronic Devices: Students or parent/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

EXPLOSIVE MATERIALS

Students may not have explosive materials of any kind (fire crackers, bullets, caps, etc.) on Beatrice Public School property. Explosive devices at school will be considered weapons. Explosives infractions will be reported to the police if it is deemed necessary by the administration.

FIGHTING/ASSAULT

Being involved in a fight in the school building, at a school activity, on school property, property adjacent to BMS, or while going to or from a school-sponsored event, may result in an in-school suspension or a suspension from school. Fights or assaults involving students will be reported to the police for investigation and appropriate action by law enforcement officials.

HALLWAY CONDUCT

Students are asked at all times to be considerate of other persons. Students should never run, yell, use profane or vulgar language, hit lockers, or otherwise cause a disturbance while in the halls. During class times, students should not be in the halls without a pass. Students out of class without an appropriate pass may be escorted back to their respective class and may receive a consequence.

HARASSMENT/BULLYING

One of the missions of Beatrice Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

INTERNET SAFETY AND ACCEPTABLE USE POLICY

A. Internet Safety Policy

It is the policy of District #15 to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying

educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

A. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy

with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

LUNCH DETENTION

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

NUISANCE ITEMS

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

REPORTS TO LAW ENFORCEMENT

The principal or principal's designee will notify as soon as possible the appropriate law enforcement authorities when a student's conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment or when the principal or principal's designee knows or suspects a student is in violation of the Nebraska criminal code. In addition, students may be restricted from participation in school activities in which they represent the school in competition or public performances or in elective or appointive positions of leadership in school organizations. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from school premises, they will take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

RESOURCE OFFICER

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

RIGHTS AND RESPONSIBILITIES

Student Suspension and Expulsion Procedures: School officials have the authority to discipline students by exclusion, suspension, mandatory reassignment, or expulsion. In addition, in the case of a clear and present danger to the student or to other students, emergency procedures may be followed. Nebraska Legislative Bill 1250 (1994) provides the conditions under which students may be excluded from public schools. The statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of

enrollment.

3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents. There are 6 types of exclusions which may be used in the Beatrice Public Schools.
1. **In-School Suspension (ISS)/Alternative Learning Center (ALC):** ISS is held in the Alternative Learning Center (ALC) in the Beatrice Middle School during school hours, and is used as an alternative educational program to out-of-school suspension. Students assigned to ALC will be required to follow a set of rules/guidelines in order to earn their way out of ALC and back into regular classes. Students will be required to bring their course materials in order to spend the day completing their coursework individually. Students must remain in the in-school suspension room for the entire time assigned and will be isolated from the remainder of the student body. If a student fails to follow the expectations in ALC, an out of school suspension may be assigned.
2. **Short Term Suspension (1-5 days):** Short-term suspension means the exclusion of a student from attendance in all schools (and all school activities) within the system for a period not to exceed five school days. Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
 - b. Other violations of rules and standards of behavior adopted by the Beatrice Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
3. **Emergency Exclusion:** Emergency exclusion can take place if: the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community. The student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Emergency exclusion may result in short-term suspension, long-term suspension or expulsion for the remainder of the semester.
4. **Long Term Suspension** Long term suspension means the exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days.
5. **Expulsion:** Expulsion means exclusion from attendance in all schools within the system for the remainder of the school semester or school year in accordance with section 79-283. The length of an expulsion of a student shall be based on LB 1250 which states that an expulsion shall last for a period not to exceed the remainder of the semester in which the expulsion took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the next school year. Disciplinary actions entered into by the school will take into account the best interest of the student. Behavioral modification programs will be drawn up in consultation with parents. In the event of an expulsion/suspension action, parents will be notified by registered or verified mail.
6. **Mandatory Reassignment:** Mandatory reassignment means the involuntary transfer of a student to another school in connection with any disciplinary action.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the

- use of the telephone or internet of-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for those students riding Beatrice Public Schools buses.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish: The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event of school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
 19. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon, shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
3. In addition, if the student is determined to have brought a firearm to school, or to have possessed a firearm at school, or to have possessed a firearm at school, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

The procedure for short-term suspension shall be as follows:

1. The student will receive oral or written notice of the charges and the reasons for the exclusion or suspension.
2. The student will be given an opportunity to present his/her version of the story.
3. Parents will be notified within 24 hours.
4. The principal or his/her designee may require a conference with the parents before or at the time the student returns to school.

The procedure for long-term suspension, expulsion, or mandatory reassignment includes the same first four steps of the preceding and continues as follows:

4. A written charge and summary of the evidence will be filed with the superintendent.
5. A written notice will be sent by registered or certified mail to the student or the student's parent/guardian within two school days of the decision to discipline. The notice will contain:
 - a. The rule violated,
 - b. The summary of the evidence,
 - c. The recommended penalty and any other penalty to which the student may be subject,
 - d. notice of the right to a hearing upon request,
 - e. a description of the hearing procedures,
 - f. a description of the right to:
 - examine the student's academic and disciplinary record,
 - know the identity of the witnesses to appear at the hearing and
 - know the substance of their testimony
 - g. a form to request a hearing.information concerning the student's educational plan during suspension.

All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. If you would like a comprehensive copy of the Beatrice School District policy and procedures for suspensions, expulsions and hearings, please contact the superintendent or principal's office.

SAFETY RESTRAINT AND SECLUSION:

Safety Restraint and/or Seclusion may be used when a student is in danger of hurting him/herself or others, as outlined in the District Safety and Crisis Response Plan. A Safety Restraint is the act of one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to the student's behavior. Any use of Safety Restraint and/or Seclusion is carefully documented and parents/guardians are notified of the procedure within 24 hours of its use.

IN-SCHOOL SUSPENSION

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

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

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

SEARCHES BY ADMINISTRATION

Administrators, with reasonable suspicion, may search lockers, clothing pockets, book bags, personal belongings, etc. as well as motor vehicles parked on school property. Periodic searches will also be conducted by the Police Canine Unit during school and after school hours.

SEXTING POLICY

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

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

Students who receive a "sexting" message are to report the matter to a school administrator. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received. Students who violate the prohibitions of this policy shall be subject to the imposition

of any appropriate disciplinary action, up to and including expulsion, provided that a minimum the following penalties shall be imposed:

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

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

SEXUAL HARASSMENT POLICY

It is the policy of the Beatrice Public Schools that the learning and working environment of its students and employees shall be free from sexual harassment. It is a violation of this policy for any staff member to harass any other staff member or student, or for any student to harass another student or staff member by making unwelcome verbal or physical/sexual advances, request of sexual favors or other inappropriate verbal or physical conduct. Activities prescribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching, or any suggestions of sexual involvement which carries with it any implied or explicit threat concerning one’s grades or employment. Violation of this policy may result in the termination of the staff member involved therein, or disciplinary action against any student in violation.

THINK TIME (SCHOOL-WIDE DISCIPLINE)

1. Classroom Behavior Expectations. Identified behaviors expected include, but are not limited to the following:
 - Talk only with permission
 - Remain in your seat
 - Keep hands and feet to yourself
 - Respect others, as well as, other’s property
 - Follow directions given by all staff members
 - Accept “NO” for an answer. If there is a question of “why”, ask later at a more appropriate time Accept responsibility for your behavior
 - Accept consequences for inappropriate behavior
2. Think Time Procedure
 - a. The student is asked to stop the inappropriate behavior and given an opportunity to demonstrate acceptable behavior.
 - b. If inappropriate behavior continues, a pass is placed on the student’s desk. The student will go immediately to the “paired” teacher’s door.
 - c. Once at the door, the student waits until instructed to enter the room.
 - d. The student is then placed in “Think Time”
 - e. A behavior form is placed on the student’s desk. The student will be expected to provide an acceptable response for each question.
 - f. The teacher reviews the form once it has been completed. If an acceptable response is given, the student returns to class. If an unacceptable response is given, the student remains in “Think Time” until an acceptable reason is given.
 - g. When the student returns to class, he/she waits at the door until instructed to do otherwise. (At this time,

the form is given to the teacher, the teacher delivers an empathy statement)

3. Length of Time: A student remains in “Think Time” until the form is completed to the teacher’s satisfaction or the length of the class period, whichever comes first. If the student has not completed the form to the teacher’s satisfaction, that student returns to “Think Time” the next day. “Think Time” Consequences: If a student earns three “Think Times” during a week, they will be assigned to the Alternative Lunch Room for a lunch detention for one day. If a student earns five “Think Times” during a week, they will be assigned to the Alternative Learning Center (ALC) for one day. If a student chooses not to follow “Think Time” procedures, consequences may be assigned.

WEAPONS POLICY

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code.

First Weapons Offense: Expulsion for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the superintendent at any time during the expulsion period. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

First Firearm Offense: Expulsion from school for a period of not less than one calendar year. The superintendent may modify such one-year expulsion requirement on a case-by-case basis. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

INDIVIDUAL CLASSROOM RULES (CODE OF CONDUCT LEVEL 1)

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Refusal to do so may result in suspension or expulsion proceedings. Individual classroom rules will be distributed/communicated by each teacher at the beginning of the school year/semester/quarter. **Students must also fully understand that any BMS Staff Member (teacher/paraprofessional/custodian/cafeteria worker) in the building has the authority to correct misconduct at any time. Any teacher may assign consequences to a student who may or may not be in his/her class.** A list of interventions which a staff member may implement includes, but is not limited to the following:

- Visual prompt
- Close proximity
- Verbal prompt
- Describing inappropriate behavior
- Describing appropriate behavior
- Apology
- Discussion with student (during or after class)
- Changing student seat
- Student sent to “Think Time”
- Parent/guardian contact
- Confiscation of inappropriate item
- Detention/9th Period assigned by the teacher to be arranged by, and served with that teacher
- Office referral (due to repeated violation)

LEVEL 1 (INDIVIDUAL CLASSROOM RULES)

EXPECTED BEHAVIOR

Students will demonstrate responsibility for their learning and will not interfere with other students' opportunity to learn.

Students will be prepared, on time, follow directions and participate in class activities.

Students will help to keep the buildings and grounds clean and free of trash.

Students are expected to demonstrate knowledge and skills learned by doing their own work. Students are expected not to aid others in cheating.

Students shall not carry or use electronic devices in unapproved areas at unapproved times (i.e. radios, video games, CD players, I Pads/Pods, mp3 players, cell phones, cameras, etc.)

Students shall use acceptable language.

Students shall dress and groom appropriately according to the Beatrice Middle School dress code.

Students shall not engage in kissing and/or public displays of affection.

Students shall consume food or drink in the cafeteria or approved area.

INFRACTIONS

Minor misbehavior that impedes the orderly operation of school or interferes with the learning process of others. Minor class disruptions, boisterous behavior, throwing objects, or misuse of rubber bands, pins, etc.

Littering: any leaving or scattering of trash.

Cheating: representing the work of another student as his or her own; or aiding another student in cheating.

Possession or use of an electronic device in unapproved areas at unapproved times: Any device that emits any audio, visual, or combined signals.

Inappropriate Language: any use of language, verbal or nonverbal, that may be considered offensive to others.

Dress code violations: clothing or odors that are immodest, extreme or disruptive of the learning process are not appropriate.

Improper display of affection: any physical activity other than holding hands is inappropriate behavior.

Open Food/Drink: any food or drink (other than water in a clear container) that possessed in an area other than the cafeteria or approved area

Minor Physical Altercation: pushing etc.

CONSEQUENCES

LEAST SEVERE

- Visual prompt
- Close proximity
- Verbal prompt
- Describing inappropriate behavior
- Describing appropriate behavior
- Changing student seat
- Informal talk after class
- Apology
- Student sent to Think Time
- Parent/Guardian contact
- Confiscation of inappropriate item
- Detention/9th Period assigned by the teacher to be arranged by, and served with that teacher
- **Repeated minor disruptions result in an office referral with documentation (Level II)**

MOST SEVERE

LEVEL II (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall not interfere with the learning process of others. This includes leaving class early or not returning to class.

Students shall use acceptable language.

Students are expected to demonstrate good citizenship. They are to treat others with respect and care.

Students are expected to be honest and truthful.

Students and parents may be required to attend a conference with all parties involved.

Students shall follow directions given by school personnel and serve detention time when assigned.

Students are expected to behave in an appropriate and exemplary manner while attending school and all school activities or functions.

Students will not access inappropriate information, access privileged accounts, or cause any type of software or hardware damage.

Students are expected to use the computer/Internet in support of research and education. Students are not to violate the conditions, rules and acceptable use agreement.

Students should keep their computer password confidential.

Students should keep electronic devices off and in their lockers during the school day

INFRACTIONS

Continued Disruptive/ Uncooperative/ Disrespectful Behavior: any behavior, which substantially or repeatedly interferes with the school-learning climate.

Abusive/Profane Language/Deliberate: any use of language, verbal or nonverbal, that shows disrespect or is vulgar when directed at any individual or group with purpose.

Harassment/Bullying: repeated pushing, hitting, throwing objects, coercing, forcing, threatening, or intimidating.

Misleading Personnel, Major Cheating: to deceive, to lead or guide with dishonest intentions including but not limited to: false notes or phone calls, tampering with/copying tests.

Insubordination: open and/or repeated defiance to authority. Failing to serve detention/Think Time.

Computer Misconduct: any behavior, which accesses information and/or activities which are deemed inappropriate, accesses privileged accounts or any behavior which causes software or hardware damage.

Internet Misuse: misuse of access privileges when using the Internet.

Password Misconduct: students should not give their password to others and will be held responsible for anything that is searched for under their password.

Minor Physical Altercation: pushing etc.

Inappropriate Behavior: any behavior not otherwise covered.

Possession of Electronic Device: during the school day

CONSEQUENCES

LEAST SEVERE

- Conference with student
- Parent/Guardian contact
- Develop a student contract
- Apology
- Detention (Lunch Detention) assigned
- Loss of Internet privileges
- Loss of computer/password privileges
- In school suspension/ALC assigned
- Short term out of school suspension (1 - 5 days)
- Long term out of school suspension (6 - 19 days)
- Recommendation for expulsion

MOST SEVERE

LEVEL III (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall not use or possess tobacco products, look-a-likes, or associated paraphernalia.

INFRACTIONS

Use or Possession of tobacco products/look-a-likes: any student that uses or possesses tobacco products, look-a-likes, or associated paraphernalia (lighters etc.).

CONSEQUENCES

LEAST SEVERE

- - One day in school suspension
 - Notification of Police
 - Short term out of school suspension (1 - 5 days)
 - Long term out of school suspension (6 - 19 days)
 - Recommendation for expulsion

MOST SEVERE

LEVEL IV (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students will properly address all staff members with respect by using Mr., Miss, Mrs., Ms., etc.

Students shall settle their differences by nonphysical means.

Students shall respect the property of other students, the staff, guests, the school district, etc. Restitution will be required.

Students are expected not to intentionally take the property of other students, staff, guests and the school/district without permission. Restitution will be required.

Students shall not cause a false alarm by deliberately setting off an alarm (i.e. Fire Alarm).

Students will not engage in sexually inappropriate behavior by unwanted bodily contact or lewd conduct/comments.

INFRACTIONS

Abusive language directed toward any staff member: any use of language that is vulgar or abusive and directed toward a staff member.

Fighting: participating in a physical exchange with intent to harm. Students who engage in provocative language (for example, “hit me”) or actions, which promote physical response, are also responsible and will receive appropriate consequences.

Vandalism: deliberate, mischievous, malicious destruction or damage of property.

Theft: any wrongful taking of property of another person or of the school district.

False Alarm: any intentional setting off of an alarm system (i.e, Fire Alarm).

Sexual Misconduct: Any behavior connected with unwanted bodily contact or lewd conduct/comments.

Inappropriate Behavior: any behavior not otherwise covered.

CONSEQUENCES

LEAST SEVERE

- - Short term out of school suspension (1 - 5 days)
 - Notification of Police
 - Long term out of school suspension (6 - 19 days)
 - Recommendation for expulsion

MOST SEVERE

LEVEL V (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall not be in possession or under the influence of alcohol and/or other drugs, look-a-likes, or drug paraphernalia on school property, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

INFRACTIONS

Use or Possession of alcohol products, other drugs, drug paraphernalia or being under the influence of alcohol or drugs: Any student that uses or possesses alcohol and/or other drugs, look-a-likes, or drug paraphernalia on school property, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

CONSEQUENCES

LEAST SEVERE

- Short term out of school suspension (5 days)
- Long term out of school suspension (6 - 19 days)
- Recommendation for expulsion.

MOST SEVERE

LEVEL VI (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall follow the rules and instructions set upon them by staff and administrators.

Students shall not sell, give or exchange drugs or look-a-likes on school grounds or at any school-sponsored event.

Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage. **Students** will give others freedom from danger, injury or damage.

Students will not engage in sexual assault or attempted sexual assault of any person, on school grounds or off school grounds not at an educational function or event.

Students shall not be in possession of any firearm, weapon or device which may be considered a weapon or look like a weapon.

Students shall not call in any bomb threat or be an accessory to the action.

INFRACTIONS

Continued and willful Disobedience: Numerous infractions at other levels will constitute continued and willful disobedience.

Selling, giving or exchanging drugs or alcohol: Any person who knowingly sells or exchanges drugs or look-alikes.

Threatening the safety or intending to harm others: Any behavior, which is clearly detrimental to the education, welfare, safety or morals of others.

Sexual Assault: Any sexual assault or attempted sexual assault ***including sexual assault which occurs off school grounds and not at a school activity.***

Possession of weapons or look a-likes: Knowledge of or possessing any weapon, instrument or device such as guns, knives, etc., which may be considered a threat to the safety of others.

Bomb Threat: Any verbal or written threat of a bomb

CONSEQUENCE

- Recommendation for expulsion (administration reserves the right to impose a lesser consequence)

GENERAL INFORMATION

ARRIVING TO BEATRICE MIDDLE SCHOOL

The Middle School provides absolutely no supervision before 7:50 A.M

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

1. Students will not be permitted in the school before 7:50 A.M. At 7:50 A.M. students are required to enter the building at their designated area.
2. At 7:50 A.M., the doors will be opened and students will report to their designated seating areas in the gym. Only those students eating breakfast should report to the cafeteria.
 - a. All sixth, seventh and eighth grade students report to the gym entering through the west doors.
 - b. Breakfast will be served from 7:50-8:00 A.M. Students are to enter the building through the west doors and report directly to the cafeteria. Students are required to remain in the cafeteria until the 8:05 A.M. bell.
 - c. No outside food or beverages should be brought into the building unless it is to be consumed at lunch time or a class activity. No open containers will be allowed in to the building.

AFTER SCHOOL PROCEDURES/BUS RIDERS

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

1. Go directly to the Cafeteria and wait for the dismissal bell at 3:45 p.m
2. Remain in a classroom with the teacher's permission.
3. If assigned 9th period, report to the designated classroom.
4. If assigned a detention, report to the office to serve detention. Detention runs from 3:15 - 3:45. Students will be able to make the bus if serving detention.
5. Students who are involved in an after school activity are to report immediately to that activity and proceed to the cafeteria to wait for the bus.

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

All other students are to do one of the following:

1. Students who go home after school are to leave the building and school area immediately after school. Teachers will be monitoring the hallways immediately following the dismissal bell until the halls are cleared, encouraging students to leave the building or go to a designated area.
2. Remain in a classroom with the teacher's permission.
3. If assigned 9th period, report to the designated classroom.
4. If assigned a detention, report to the office to serve detention. Detention runs from 3:15 - 3:45. Students will exit out east doors upon completion of the detention.
5. Students who are involved in an after school activity are to report immediately to that activity and leave the school building after completion.

BULLETIN

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

CAFETERIA

All Middle School students will eat lunch in the Cafeteria. Meals are served at a nominal price. Students may deposit money in their accounts every day of the week from 7:50-8:05 A.M. and after school. Students attempting to deposit money after 8:05 A.M. will have their money deposited the following day, NO EXCEPTIONS. Students who bring their sack lunch may buy milk or other items on the menu. Soup, salad and sandwich combinations may also be purchased by students. No pop, energy drinks, etc. or outside purchased (fast food) meals are allowed. Any student who does not have money in their account will not be allowed any extras, only a regular school lunch. Students may purchase a maximum of two low/non-nutritional food items per meal.

Negative Cafeteria Account Procedure:

- Infinite Campus is set to send notices to parents when the child has reached \$10 in the account.
 - Register tells student when negative balance is reached.
 - Emails are sent from Infinite Campus every day that the account is negative.
 - Students will not be able to purchase extra items if their account is negative or if they do not have money to purchase the items.
1. At \$15 negative food service director makes contact with parent.
 2. At \$30 negative student/parent visits with principal.
 3. At \$50 negative district office sends collections notice to parents.
 - If the account goes to collections, the fee from collections (1/2 the balance) will be withdrawn from the school's admin account.

If you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

CHANGE OF ADDRESS

Any change of email, physical address, cell or telephone number during the school year should be reported to the office secretary or registrar so that records can be kept up-to-date and students and parents can receive current mailings.

COUNSELING

Complete counseling services are available for all students as well as parents. Students are encouraged to visit with their counselor about any problem...social, emotional, or educational...while keeping in mind that everything that goes on in the guidance office is confidential; that is, it is between the student and his/her counselor. No one should feel bad or fearful about visiting with a counselor. A counselor does not give out discipline, but is available to provide information and to help students get better acquainted with themselves so

that they are better able to cope with life's problems. However, students should not be of the opinion that the counselor can solve all of their problems; this, the student has to do himself/herself. The counselor can only help.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Beatrice Public School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Beatrice Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Beatrice Public Schools to include this type of information from your child's education record in certain school publications. Examples include:

- A Playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to individuals or to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. Beatrice Public Schools has designated the following information as directory information: student's name, address, telephone listing, parent/guardian, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any information about the student designated as directory information is as follows: one week from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Beatrice Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

EMERGENCY PROCEDURES (Lock out, Lock Down, Shelter in Place, Evacuate)

Beatrice Middle Schools is committed to the safety and well being of our students and staff. BMS has adopted the Standard Response Protocol as its response to emergency situations. Students and staff regularly practice these drills throughout the year and emergency procedures are clearly posted in each of our classrooms.

FERPA - NOTIFICATION OF RIGHTS

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

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist).

The Board of Education may review educational records in order to fulfill its responsibilities. In addition, a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks may review educational records. Contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

FIRE DRILLS

The fire alarm consists of repeated blasts on alarms that are sounded throughout the building. It is the signal for students to leave the building quickly and quietly by the designated exits. There should be no running or talking in the halls. Any students causing a false alarm will be reported to the State Fire Marshall and law enforcement.

LEAVING THE BUILDING

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

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

LIBRARY/MEDIA CENTER

The library is a reading and studying room for all students. It is open from 8:10 A.M. to 3:45 P.M. Books are loaned for a period of two weeks. Reference books may be checked out after school for overnight use and are due at the beginning of the first period the following day.

LOCKERS

This statement would be considered "Prior Notice" of locker search procedure. Each student will be issued a school locker for which he/she is responsible. Lockers are the property of the school district and are made available to students for their convenience. The school can assume no responsibility for articles lost or stolen. Please do not trade lockers with other students. It is your responsibility to see that your locker is kept closed, neat and orderly. These lockers remain the property of the school and therefore, may be examined by the principal or his representatives at any time. Periodic locker checks may be conducted throughout the school year to check that lockers are clean, neat and in good repair. Students are responsible for any damages to their lockers during the school year and will pay for the cost of repair.

LOST AND FOUND

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

NONDISCRIMINATION STATEMENT

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.

PARENTAL INVOLVEMENT

Parents/guardians are provided access at reasonable times to review instructional materials used by the school. In the event any parent/guardian has a question or objection to any materials, he/she is encouraged to contact the school office. Should any parent/guardian believe it to be appropriate for his/her child to be excused from testing, classroom instruction and other school experiences, he/she should communicate this to the building principal, who will follow procedures established in Policy 1240. Parent/guardians have the right to access the records of their child during regular business hours. Parent/guardians may contact the school office to review such records.

PERSONAL PROPERTY OF STUDENTS

The school can assume no liability for articles lost, stolen or damaged on school property or activities. School property includes: real estate owned or leased by the school, school transportation or any other place where a school activity is being held or students are present. Articles shall include, but not be limited to: vehicles, bicycles, electronic devices and any other personal property owned by the student or in the student's possession.

REQUEST TO CONTACT STUDENTS

Any person other than a school employee who comes to the school to talk to or take a pupil out of school must obtain permission of the building principal or superintendent of schools prior to contacting the pupil. The school official shall not grant permission unless that person has a clearly valid and proper reason for contacting the pupil. Such contacts shall be restricted to parents or guardian of the pupil, or a person who is listed on the

pupil's emergency contact list, or a law enforcement official. A parent or a guardian should immediately be notified of any request to remove a student from school by an individual other than that student's parent or guardian. If a parent or guardian cannot be reached, the decision should be made by the superintendent of schools.

SCHOOL VISITORS

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

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

STAFF QUALIFICATIONS

Every Student Succeeds Act (ESSA) gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The district designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of NCLB

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

STUDENT FEES POLICY (Policy No. 5575)

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska constitution and state and federal law. The District does provide activities, programs and services to children which extend beyond the minimum level of constitutionally required fee instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs and services. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear

non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities - Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials - Items necessary for students to benefit from courses will be made available by the District for the use by students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens or erasers. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items - Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the students.

(iii) Materials Required for Course Projects – Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

(iv) Music Course Materials – Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District’s fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(3) Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the

District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for their personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation

The District does charge fees for participation in extracurricular activities at the high school. Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school credit and for which the student may also receive postsecondary education credit the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Participation in before-and-after-school or pre-kindergarten services Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(8) Participation in summer school or night school Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(9) Breakfast and lunch programs Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster

club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(10) Waiver Policy The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs, may request a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) certain materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of materials.

(11) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(12) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Middle School Student Fees and Material Requirements (AR5575)

Clothing required for courses and activities (waiver does not apply): Physical Education-t-shirt, shorts, tennis shoes and socks. Dress must adhere to the general guidelines for student dress. Athletics-practice shorts, t-shirt, socks, tennis shoes for the sports of basketball, cross country, track and volleyball.

Personal or consumable items which a student is encouraged to furnish (waiver does not apply): Specific supply lists for each middle school grade and selected middle school classes will be made available to all parents. Supply lists may also be picked up at the middle school or at the central administration office during normal business hours.

Fees required for transportation costs (waiver does not apply): Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Fees required for participation in summer school, night school or correspondence courses (waiver does not apply): Students are responsible for fees required for participation in summer school, night school or correspondence courses.

Fees for post-secondary education costs (waiver does not apply): Tuition and other fees required by

post-secondary institution.

Required admission fees (waiver does not apply): Middle School and High School activity events charge admission for all K-12 students.

Materials students are encouraged to provide for course projects (waiver does not apply): Family Consumer Science-material for sewing project. Industrial Technology-materials for projects

Materials required for optional music courses:* Band/Orchestra - A limited number and types of instruments may be rented from school. Range from \$30.00/3 month period to \$100.00/3 month period.

Specialized equipment or attire required for participation in extracurricular activities:* Delegation-cost will vary depending on choice of uniform-\$150.00

Football-football shoes-\$50.00

Wrestling-wrestling shoes-\$50.00

Fees required for participation in extracurricular activities:* Registration for music clinics-\$40.00

Extracurricular field trips-fee required for admission or cost of event that is focus of trip-\$5.00

Fees required for breakfast and lunch programs: Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

*Anticipated Maximum Amounts

STUDENT/PARENTAL CONCERNS

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

1. Contact the teacher involved with the concern to find a solution. You may email the teacher or call the school directly.
2. Contact the principal if the concern was not solved to your satisfaction.
3. Contact the superintendent if the principal's action was not satisfactory.
4. Contact a Board of Education member if this action was not satisfactory.

VIDEO SURVEILLANCE INFORMATION

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

TELEPHONE

Students may ask to use the telephone for school purposes at the main office. Each staff member also has a telephone in their classroom. All students may use a classroom telephone to contact parents regarding academic and/or behavioral concerns during the school day with permission. Teacher discretion will determine when the student will place a call to their parent/guardian.

WEATHER EMERGENCIES

A decision to close the school is made by the superintendent in consultation with the administrative staff. In general, school is kept open unless an emergency or weather conditions are such that a judgment is made to close schools. Such judgments cannot take into consideration special situations that individual families may encounter. Therefore, during weather emergencies, parents may come to school and pick up their children when they feel weather conditions warrant it. The decision to keep the schools open or closed will be made as early as possible. In severe weather, Beatrice Schools will notify radio station KWBE -AM 1450 and television station KOLN/KGIN-Channel 10/11 before school.

BEATRICE SCHOOL DISTRICT SCHOOL CLOSING INFORMATION LINE: (402)223-1555. NOTIFICATION THROUGH OUR SCHOOL MESSENGER SYSTEM WILL ALSO BE ACTIVATED.

WEBSITE/INFINITE CAMPUS

All parents are encouraged to visit the Beatrice Public Schools website: www.beatricepublicschools.org This website gives updated information regarding all buildings in the Beatrice Public Schools. This website also offers a shortcut to Infinite Campus Parent Portal. Infinite Campus Parent Portal is a website where you can obtain information such as grades and attendance. To access the parent portal, you must first obtain a user name and password by contacting the school office.

STUDENT HEALTH INFORMATION

CONTAGIOUS DISEASE

If the student is out with a contagious disease, the student must present a signed permit by a Doctor of Medicine allowing reentry to school. Diseases included are measles, rubella, mumps, chicken pox, scarlet fever, impetigo, ringworm, pinkeye, infectious mononucleosis and whooping cough (pertussis).

INSURANCE

All students who participate in the school athletic program are required to carry insurance. A statement from the parent that the family policy is adequate is satisfactory with the school authorities. The school will make some type of athletic insurance available to the students, but the cost of the coverage must be paid for by the student. Parents will receive a letter each year advising them of the necessity of having insurance. This letter will also explain that generally the available insurance coverage is of a limited nature.

HEAD LICE (PEDICULOSIS)

Exclusion: Students with head lice are excluded from school until treated and nit-free. The parent or guardian is notified of the need for treatment, and advised to check other family members for pediculosis. The school nurse and/or building principal must make certain the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home. Treatment and prevention counseling includes written instructions given to the parent/guardian.

Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide. Over the counter preparations from the following list may be used, or parents may consult their physician for the preferred treatment. The school nurse must check the student prior to returning to school.

Non-prescription Lice Treatment Products: A-200, R & C, RID, Triple X, NIX, and NIX Crème Rinse (for removal of nits). Evidence of Treatment Includes:

1. No visible signs of lice or nits.
2. Clean hair and scalp.
3. The louse shampoo label or a note from the physician stating the treatment used.
4. A verified repeat treatment is needed 7-10 days following the initial treatment.

Pediculosis Screening: When lice or nits are found, on consultation with the principal, the nurse may deem it advisable to send parental notification and advisement letters home, and screen all students in close proximity to the affected student(s).

HEALTH CONCERNS OF INDIVIDUAL STUDENTS

Health conditions that could affect your child's safety or well being at school may be shared with school staff on a need-to-know basis. Examples of student health issues that could be shared include: diabetes, seizures, peanut allergy, asthma and medications that might show side effects at school (drowsiness, behavioral changes). If you do not want Beatrice Public Schools to share your child's health conditions with school staff without prior written consent, you must notify the building principal or his/her designee.

HEALTH SCREENINGS

Nebraska State Law only requires kindergarten through 4th grade, 7th grade and 10th grade students to have health screenings at this time. 7th grade students will receive vision, hearing and dental screenings by the school nurse. If there are any abnormalities detected, a referral letter will be sent home to parents.

ILLNESS

If you should become ill or are injured during school, ask your teacher for a pass to the office or nurse. If your child is determined to be ill enough to be sent home from school (vomiting, fever of 100.0 or greater, pink eye etc.), a parent/guardian or person listed as emergency contact must pick student up from school. In the event a parent/guardian or emergency contact is unable to pick the child up, the school must obtain parental permission in order for a student to be released from school to walk/bike home due to illness. Prior to leaving for home, students and parents must sign out in the main office. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss classes. Should you be too ill to report to the nurse, send word to that effect to the school office or teacher. Students should be kept home from school if they have a fever of 100.0 or greater (until below 100.0 for 24hrs without the use of fever reducing medications), vomiting or any other symptoms that would expose other children to illness such as constant, uncontrolled coughing.

LIABILITY OF SCHOOL

The school will take precautions to insure the safety and well-being of students, but it cannot assume liability in the event of injury. Student insurance will be made available to parents so that they may protect themselves against the cost of injuries suffered at school. The decision to take insurance is entirely up to the parent, however, and the Board of Education in no way obligates itself by making such insurance available to parents. Any questions or settlements is entirely between the insured and the insurance company, and does not involve the Board of Education.

MEDICATION

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

1. Medications that are prescribed by a physician for the student must be presented in their original container from the pharmacy, clearly marked with the name of the drug, the dosage, and the time it is to be taken.
2. Medications must be accompanied by a medication consent form signed by the parent/guardian which authorizes the school to administer the medication.
3. Tylenol, Ibuprofen or other over-the-counter medications will not be administered unless accompanied by a signed medication consent form and in the original container.
4. All prescribed medications must be documented and stored with the school nurse.
5. Students **MAY NOT** carry prescribed or over the counter medications in their backpack or locker without a signed medication consent form in the nurse's office, specifying that the student may carry the medication with them.

NURSE: The school nurse is available at the Middle School from 8:15 a.m.-3:15 p.m. daily

The health office functions to enhance the student's educational experience by promoting wellness, testing to detect physical impediments to the student's ability to learn, and providing emergency care.

PHYSICAL EXAMINATIONS/IMMUNIZATION REQUIREMENTS

A physical examination is required for all students when entering the 7th grade or enrolling from a school out-of-state. Students enrolling from out-of-state are also required to have a vision examination. These examinations will be paid for by the parent/guardian. All students entering 7th grade must also have a Tdap (tetanus, diphtheria and pertussis) booster. Parents may contact their physician or Children's Immunization Clinic at 223-2366. *If the above are not completed within the first week school starts, the school will medically exclude the student from school until completed according to Nebraska Laws (79-444) and 79-4,171;7904, 177(1((b); (2), (3):*

Before participating in competitive athletics, each student must have a complete physical examination and signed clearance form from any physician of the student's choice for each year they are participating in sports. The cost of this examination must be paid for by the parent/guardian. One examination is sufficient for participation in a full year's program in athletics. The physical examination required of all seventh grade students and students new to the Middle School fulfills this requirement.