

SUNRISE MIDDLE SCHOOL
STUDENT HANDBOOK CERTIFICATION
2008-2009

This signed page acknowledges receipt and review of the 2008-2009 Student Handbook of Sunrise Middle School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as a Sunrise Middle School student, agrees to follow such conduct and discipline rules. This handbook will be taken home for my parent(s) or guardian(s) to review and to sign acknowledgement of the code of conduct expected of me while I am a student of Sunrise Middle School. Parent/guardian signature indicates that the parent or guardian has reviewed the rules and policies contained in this handbook.

Drug-Free Schools: RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING SUNRISE MIDDLE SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Technology/Internet: Users Agreement: RECEIPT ALSO SERVES TO DEMONSTRATE THAT THE STUDENT UNDERSTANDS AND WILL ABIDE BY THE USERS AGREEMENT PUBLISHED IN THIS HANDBOOK. USE OF THE COMPUTER AND ACCESS TO TELECOMMUNICATIONS RESOURCES IS A PRIVILEGE AND NOT A RIGHT. VIOLATION OF THE POLICIES, RULES, AND PROCEDURES CONCERNING THE USE OF COMPUTERS AND THE NETWORK MAY RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE LOSS OF ACCESS, WITHDRAWAL FROM CLASS, AND/OR SUSPENSION OR EXPULSION OF STUDENTS FROM SCHOOL.

Student name (print): _____ Grade: _____

Student signature: _____ Date: _____

Parent/guardian signature(s):

_____ Date _____

_____ Date _____



SUNRISE

MIDDLE SCHOOL

Home of the Silver Hawks

Student Handbook

2008-2009

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SUNRISE MIDDLE SCHOOL
FACULTY AND STAFF
2008-2009

Lance Fuller	Principal
Rick Masters	Assistant Principal
Marci Ochsner	School Secretary
Marni Garringer	Attendance Secretary
Lynn Ostrander	Counselor Secretary
Sheryl Whitefoot	Office Assistant/Explore Coordinator
Lynette Womeldorf	Guidance Counselor
Jere' Sue Schroer	Guidance Counselor
Karen Geiger	Nurse
Shannon Blaschko	Media Specialist
Cathy Kahle	Media Aide
Eric Kitzelman	Business/Computer
Jan Wymore	Instrumental Music
Rick Mitchell	Instrumental Music
Sue Springer	Vocal Music
David Klein	Orchestra
Carol Ellenwood	Orchestra
Dan Garringer	Art
Peggy Longmore	Family/Consumer Science
Kerry Marlatt	Behavioral Specialist
Debra Thee	Resource Level II
Jane Hohm	Resource Instructor
Cathy Eshleman	Resource Instructor
Belinda Larson	Resource Instructor
Jennifer Hasenauer	Speech/Language
Jim Jelkin	Industrial Technology
Julie Copp	Spanish
Sylvia Mishou	Spanish/Reading
Jane Searcey	French/Reading
Tami Anderson	Physical Education
Brian Hagan	Physical Education
Mary Alice Konz	HAL English
Marva Bieber	Team 6-4 World Cultures/Language
Greg Girard	Team 6-4, Science/Language
Tara Schwanebeck	Team 6-4, Math/Language
Karen Sall	Team 6-4, Reading/Language
Ray Dietz	Team 6-3, S.S./Math
Jessica Eidem	Team 6-3, Science/Math/Reading
Sharon Livingston	Team 6-3, Language/Reading
Kellee Vornhagen	Team 7-3, Science/Geography
John Vanderbeek	Team 7-3, Math/Geography
Sandra Anthony	Team 7-3, English/Geography
Sue Christensen	Team 7-4, Math
Lori Skeen	Team 7-4, English
Scott Krause	Team 7-4, Geography
Dale Greenwald	Team 7-4, Science
Maggie Carson	Team 8-3, History
Rosemary Miller	Team 8-3 English
Stacey Russell	Team 8-3, Math
Terri Weeces	Team 8-3, Science
Dave Zimmer	Team 8-4, History
Greg Vanderbeek	Team 8-4, Math
Brennan Heelan	Team 8-4, Science
Kiley Bertrand	Team 8-4, English

Message From the Administration

Welcome to Sunrise Middle School!

This handbook has been prepared to serve as a guide to students of Sunrise Middle School, and also to familiarize parents with the aims, purposes, and regulations of not only the school, but also the school district. Although this handbook is detailed, it is not exhaustive and may not cover every situation that could possibly arise during the school year. The administration reserves the right to make decisions and rule revisions at any time to insure the well-being of all students in situations that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, and the common good of the students and staff of Sunrise Middle School.

This school was established to provide the very best education possible for all children in our district. With an outstanding staff, we commit ourselves to helping our students make successful transitions into their next environment by providing a strong academic program, a caring and safe environment, and opportunities for parents to work closely with us.

Statement of Mission: *Sunrise Middle School is dedicated to providing our students a strong academic program emphasizing respect, responsibility and resourcefulness. Respect is showing concern and consideration for others, yourself, and for your surroundings. Responsibility is taking ownership for your actions and fulfilling your obligations to yourself, others, and your surroundings. Resourcefulness is using your fullest ability to find more than one solution for a problem.*

Statement of Beliefs:

We believe:

- A safe, caring and structured environment contributes to student learning.
- Professional educators must have high expectations for themselves and the students they serve.
- A variety of instructional strategies will be used to meet the individual needs of students.
- A variety of opportunities in fine arts, technology, industrial technology, family and consumer science, physical education, exploratory programs, and extracurricular activities enhance every student's opportunity for success and fulfillment in life.
- Sunrise Middle School is an extension of the community of Kearney

We wish you the greatest success for the school year!

Sincerely,

Lance Fuller, Principal

Sincerely,

Rick Masters, Asst. Principal

INSERT KPS DISTRICT CALENDAR

Sunrise Middle School

Daily Schedule

2008-09 School Year

Doors open	7:45 A.M.
School Begins	8:15 A.M.
School Ends	3:15 P.M.

Period 1 Quality Time 8:15 - 8:35

Period 2 8:38 - 9:22

Period 3 9:25 - 10:09

Period 4 10:12 - 10:56

6th Grade (2nd lunch) 7th Grade (1st lunch) 8th Grade (3rd lunch)

Period 5 10:59 - 11:43 Class 10:56 - 11:26 Lunch 10:59 - 11:43 Class

Period 6 11:43 - 12:13 Lunch 11:29 - 12:13 Class 11:46 - 12:30 Class

Period 7 12:16 - 1:00 Class 12:16 - 1:00 Class 12:30 - 1:00 Lunch

Period 8 1:03 - 1:47

Period 9 1:50 - 2:34

Period 10 EXPLORE 2:37 - 3:15

Dismissal 3:15

ACADEMIC EXPECTATIONS

Student name _____ Team _____

ACADEMIC EXPECTATION WORKSHEET–GRADE 6

Students are expected to show progress in each course based on the criteria established by the teacher. Student achievement is a partnership between student, parent, and teacher. Student attendance is a major component of successful achievement. Students can also benefit from extended learning opportunities (study skills and/or after school help) available through middle level education.

Summer school will be required for students who receive an **F in 6 or more of the 20 total terms OR** receive an **F in 4 terms in any one core class** (Language, Math, Reading, Science and World Cultures). Summer school or retention may be possible in other situations as well.

Class	T1	T2	T3	T4	Total Accumulative Fails for Each Class
Language					
Math					
Reading					
Science					
World Cultures					

Classes Failed _____ = _____

If a student fails to pass the required terms, a recommendation of placement options will be offered which are:

- 1) enroll in summer school **or**
- 2) repeat the grade for the entire year.

If summer school is chosen and a student fails to complete the requirements this may result in the student repeating the grade.

Students are expected to pass the following classes:

Class	T1	T2	T3	T4
Music/Band/Orch				
Physical Education				

Class	R1	R2	R3	R4	R5
Art					
Computer					
FCS					
Industrial Tech					
Passports					

Student signature _____ Date _____
 Student signature _____ Date _____
 Student signature _____ Date _____
 Student signature _____ Date _____

Student name _____ Team _____

ACADEMIC EXPECTATION WORKSHEET-GRADE 7

Students are expected to show progress in each course based on the criteria established by the teacher. Student achievement is a partnership between student, parent, and teacher. Student attendance is a major component of successful achievement. Students can also benefit from extended learning opportunities (study skills and/or after school help) available through middle level education.

Summer school will be required for students who receive an **F in 6 or more of the 20 total terms** **OR** receive an **F in 4 terms in any one core class** (English, Geography, Math, Reading and Science). Summer school or retention may be possible in other situations as well.

Class	T1	T2	T3	T4	Total Accumulative Fails for Each Class
English					
Geography					
Math/Acc Math					
Reading					
Science					

Classes Failed _____ + _____ + _____ + _____ = _____

If a student fails to pass the required terms, a recommendation of placement options will be offered which are:

- 1) enroll in summer school **or**
- 2) repeat the grade for the entire year.

If summer school is chosen and a student fails to complete the requirements this may result in the student repeating the grade.

Students are expected to pass the following classes:

Class	T1	T2	T3	T4
Art				
Computer				
Industrial Technology				
Intro to French				
Intro to Spanish				
Life Skills				
Music/Band/Orchestra				
Physical Education				

Student signature _____ Date _____
 Student signature _____ Date _____
 Student signature _____ Date _____
 Student signature _____ Date _____

Student name _____ Team _____

ACADEMIC EXPECTATION WORKSHEET-GRADE 8

Students are expected to show progress in each course based on the criteria established by the teacher. Student achievement is a partnership between student, parent, and teacher. Student attendance is a major component of successful achievement. Students can also benefit from extended learning opportunities (study skills and/or after school help) available through middle level education.

Summer school will be required for students who receive an **F in 5 or more of the 16 total terms** **OR** receive an **F in 4 terms in any one core class** (English, History, Pre-Algebra/Algebra, Science). Summer school or retention may be possible in other situations as well.

Class	T1	T2	T3	T4	Total Accumulative Fails for Each Class
English					
History					
Pre-Algebra/Algebra					
Science					

Classes Failed _____ + _____ + _____ + _____ = _____

If a student fails to pass the required terms, a recommendation of placement options will be offered which are:

- 1) enroll in summer school **or**
- 2) repeat the grade for the entire year.

If summer school is chosen and a student fails to complete the expectations this may result in the student repeating the grade.

Students are expected to pass 4 terms of physical education and 4 terms of each of their scheduled elective classes:

Class	T1	T2	T3	T4
Art				
Band				
Business/Careers				
Chorus/semester				
Chorus/year				
Computer Technology				
French I				
Industrial Tech				
Life Skills				
Orchestra				
Physical Education				
Production Tech/Woods				
Spanish I				
Teen Issues				

Student signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

HOMEWORK COMPLETION PLAN - A.C.E. (ASSIGNMENTS COMPLETED EVERYDAY)

Sunrise Middle School's homework completion plan is called A.C.E. which stands for ASSIGNMENTS COMPLETED EVERYDAY. Incomplete or missing assignments which result in zeros for grades are a contributing factor to student failures at Sunrise. Students who complete every assignment are more likely to eliminate zeros from their grades, improve their own learning and be better prepared for tests. All these benefits increase students' chances to improve grades. Parents are encouraged to talk to their kids about the importance of completing all homework assignments.

To ensure all students complete every assignment, Sunrise utilizes A.C.E. which is a 3-leveled intervention plan for students with incomplete assignments. An incomplete assignment is an assignment that is not finished for the class period it's due.

Level 1 Intervention: (chosen by the student)

- The student hands in completed assignment by the end of the day (i.e. student finishes in study skills or chooses to stay after school).
- The student hands in completed assignment the next day in class.

Level 2 Intervention: (assigned by the teacher if assignment is not completed in Level 1)

- The student completes assignment during a structured, supervised time assigned by the teacher which may include time before school, lunch, 10th period, or after school. Parents will be contacted when students will be required to stay after school.

Level 3 Intervention: (assigned by the teacher if assignment is not completed in Level 2)

- The student completes assignment during a structured, supervised time assigned by the teacher which will include extended time one night after school (usually Thursday) up to 5:30 p.m. Extended time for A.C.E. night will be supervised by the principal or assistant principal. Parents will be contacted when students will be required to stay for the extended A.C.E. time.

HONOR ROLL

Sunrise Middle School Honor Roll is calculated for 6th, 7th, and 8th graders each nine-week period (Term). Honor Roll is determined by using Term Grade Point Average (GPA). A student's Term GPA is calculated using all classes graded with letter grades (A through F). Honor roll students will be recognized at the following three levels:

Students earning a Grade Point Average of 3.0 to 3.19 will be recognized on the B Average Honor Roll.

Students earning a Grade Point Average of 3.2 to 3.99 will be recognized on the B+ Average Honor Roll.

Students earning a Grade Point Average of 4.0 will be recognized on the A Average Honor Roll.

Students with a grade of 'D' 'F' or 'Incomplete' will not qualify for Honor Roll. Term Honor Rolls are posted by the office.

The formula for calculating a student's Term Grade Point Average (GPA) uses Grade Points (GP) and Credits (C). Grade Points (GP) are numbers assigned to letter grades.

A+ or A or A-	= 4	Grade Points
B+	= 3.2	Grade Points
B or B-	= 3	Grade Points
C+	= 2.2	Grade Points
C or C-	= 2	Grade Points
D+	= 1.2	Grade Points
D or D-	= 1	Grade Points
F	= 0	Grade Points

Credits (C) are assigned to classes according to whether the class meets everyday or every other day.

Classes that meet everyday are assigned a credit value of 2.5

Classes that meet every other day are assigned a credit value of 1.25

Description of how Term GPA is calculated

For each class separately, the Credit (C) is multiplied by the Grade Point (GP). These numbers are added together. That number is then divided by the total number of Credits (C).

Formula for calculating Term GPA as described above

$$\frac{(C \times GP) + (C \times GP) + (C \times GP) + (C \times GP) \dots}{\text{Total Credits}}$$

Example of Term GPA calculation

- English B+ (2.5 Credits x 3.2 Grade Points)
- Math A- (2.5 Credits x 4 Grade Points)
- Geography C+ (2.5 Credits x 2.2 Grade Points)
- P.E. B (1.25 Credits x 3 Grade Points)
- Science A (2.5 Credits x 4 Grade Points)
- Reading B- (1.25 Credits x 3 Grade Points)

$$\frac{\text{English } (2.5 \times 3.2) + \text{Math } (2.5 \times 4) + \text{Geography } (2.5 \times 2.2) + \text{P.E. } (1.25 \times 3) + \text{Science } (2.5 \times 4) + \text{Reading } (1.25 \times 3)}{(2.5 + 2.5 + 2.5 + 1.25 + 2.5 + 1.25)}$$

Simplifies to

$$\frac{(8) + (10) + (5.5) + (3.75) + (10) + (3.75)}{(12.5)}$$

Simplifies to

$$\frac{41}{12.5}$$

Simplifies to
Term GPA = 3.280

PARENT-TEACHER CONFERENCES

The school year is divided into four reporting periods. Parents will receive a report card after completion of each reporting period. Parent-Teacher conferences are held during the first quarter and during the middle of the third quarter. Dates for parent teacher conferences are listed in the Sunrise Middle School Calendar. Parents are invited to call for a conference with teachers at any time during the year.

PROGRESS REPORTS

Progress reports will be sent out midway through each quarter. Parents are encouraged to provide support at home as well as contact their child’s teachers, and/or other support personnel when questions arise. Please call the school to set up an appointment with your child’s teacher(s) whenever you feel a conference would be beneficial.

REPORT CARDS

Report cards are mailed home as soon as possible following each nine-week period. Grade percentage guidelines are as follows:

- | | |
|------------------------------|------------------------------|
| A+ = 98.5 - 100 ⁺ | D+ = 75.5 - 77.4 |
| A = 94.5 - 98.4 | D = 71.5 - 75.4 |
| A- = 92.5 - 94.4 | D- = 69.5 - 71.4 |
|
 | |
| B+ = 90.5 - 92.4 | F = 0.0 - 69.4 |
| B = 87.5 - 90.4 | |
| B- = 85.5 - 87.4 | I = Incomplete / In progress |
|
 | |
| C+ = 83.5 - 85.4 | |
| C = 79.5 - 83.4 | |
| C- = 77.5 - 79.4 | |

The following grading scale will be used for classes that are a part of the 6th grade 6 week elective rotation (Art, Family & Consumer Science, Industrial Technology and Passports).

- E Excellent
- S+ Satisfactory +
- S Satisfactory
- S- Satisfactory –
- N Needs Improvement
- U Unsatisfactory

ATTENDANCE

It shall be the policy of Sunrise Middle School that regular full time attendance at school is the responsibility of each student and his/her parent or guardian. Regular school attendance is of the utmost importance during the student's school career. Excessive absences will have a negative effect on grades and progress in school. The student who does not attend regularly, misses the exchange of information presented on a daily basis and finds keeping current with classroom work difficult. Even though the required reading or paperwork of a class session can usually be completed later, the learning experience cannot be duplicated. Consistent and punctual attendance is essential to a student's success in school and life. Experience and studies indicate that irregular school attendance and being tardy contribute directly to failures, drop-outs, and adjustment problems. Most employers expect and demand regular and punctual attendance. Since schools help students prepare for life, schools should help students develop habits which are acceptable to the work world.

The state mandates that students attend school from age 6 to age 18. For students who are 6 yrs of age but will not reach age 7 prior to January 1st of the current school year attendance is not mandatory if the parent/guardian has signed and provided to the resident district an affidavit stating either (1) that the child is participating in an education program the parent/guardian believes will prepare him/her to enter grade 1 of the following year, or (1) that the child will participate in a school which has elected, pursuant to law, not to meet accreditation or approval requirements. The parent/guardian must provide the Commissioner of Education with a statement of this intent on or before the child's 7th birthday.

Nebraska law allows a parent/guardian of an enrolled child younger than 6 years to discontinue enrollment by submitting a written notification with the student's name, birth date, grade level, and discontinuation date. The notification form will be provided by the district and must be dated and signed by the parent/guardian. The district may request written verification of the person's authority to disenroll the child. The district shall note the child's discontinuation on its official records. The child may not reenroll until the beginning of the next school year, or until the child reaches age 6 prior to the current school year.

ABSENCES

Any time a student is absent from school, it is the responsibility of the parent or guardian to call the attendance office to verify the student's absence. If students are absent or will be tardy, a parent or guardian must call Sunrise that day (between 6:00 am and 9:00 am) with a reason for the absence or tardiness, however, parent notification does not guarantee the absence is excused. It is the responsibility of the administration of the school to determine if absences are excused or unexcused. Homework assignments are to be requested at this time. The call must be made every day the student is absent unless other arrangements have been made. The number to call is 698-8150 (messages may be left on voice mail 24 hours a day). If the student is absent from school and no phone call has been received from the parent/guardian, the school will call the parent's/guardian's home or business to determine the reason for the absence. When an extended illness of five days or more occurs, a note from the physician is required. A note from a physician may also be required when a pattern of absences has been established.

An absence from school will be reported as: (a) an excused absence, or (b) an unexcused absence. All absences should be cleared through the principal's office in advance, whenever possible. A student must provide a written or verbal parental excuse for each absence. All absences, except for illness, injury, and/or death in the family, require advance approval. Absences such as a funeral for the immediate family, illness, medical appointments, court orders, and family trips may be excused provided the required procedures have been followed. This requires notification from the parent/guardian describing the reason for the absence. Upon review by the principal, an absence or tardy, even with parental approval, may not be excused. Such reasons for absences as oversleeping or missing the bus will be classified as unexcused.

If a student has been absent from school and the office has not talked to a parent by phone, that student must bring a written explanation from a parent/or guardian. This note should include the date and reason for the absence and must be brought the first day of returning to school. If the school does not receive this documentation within 3 days, the absence will be declared unexcused.

Any student who is absent from school, except for medical or dental appointments, funeral, or other circumstances approved by the administration, will not be permitted to attend any school activity scheduled for that particular day. In order for a student to participate in a scheduled school activity, the student must be in attendance by 12:00 p.m. on the day of the event. This includes athletic events, concerts, dances, etc. It is also the policy of Sunrise Middle School to have a closed campus. If it is necessary for the student to leave campus for lunch, the student may only leave with his or her own parent and only for the designated lunch time or the student will be considered unexcused tardy and time will need to be made up.

ATTENDANCE RECORDING POLICY

Sunrise attendance is recorded on a period by period basis. If your student is absent a class period, it will be recorded as such in their attendance history. For a student to be considered present in a class period, the student must be in attendance twenty (20) or more minutes of the class period. If a student is not in attendance at least twenty minutes of the class period, the student will be recorded as absent.

EXCESSIVE ABSENCES

Students who accumulate five (5) unexcused absences in a quarter 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. When a student has excessive absences, any and/or all of the following procedures may be implemented: meetings between the school administrator, local police officer, and the parent/guardian to solve the problem, educational counseling to determine strategies, and educational evaluation of the student. Absences due to extended illness and/or accidents will receive different consideration. The school will consult with parents/guardians to promote the student's continued academic performance.

MAKE-UP WORK/ASSIGNMENTS FOR ABSENCES

Students who are at home ill may have their parent or guardian call Sunrise before 9:00 A.M. to have the teachers fill out the needed assignment sheet. Parents/Guardians may pick up requested homework from the front office at 3:30 P.M. All daily work should be made up as soon as possible after returning to classes. Generally, two school days will be allowed for each day missed; however, it is the responsibility of the student to make contact with the teacher to make arrangements for completing missed work.

PREDESTINED/ANTICIPATED ABSENCES

Students knowing in advance that they will be missing school must present to the office a written excuse from a parent. At that time, students will be given a predestine slip for teachers to sign. Students will need to request assignments from the teachers on their own. These assignments should be turned into the teachers before the absence occurs if at all possible. If this is not feasible, the student is allowed two school days for each day missed to get the work turned in after returning to school. If work is not turned in according to these guidelines, it will be considered late. Points will then be deducted from the grade at the teacher's discretion. Usually students that have missed school benefit by staying after and receiving help once they return. Once again, it is the student's responsibility to gather information regarding missed work. The Out of School Suspension homework policy will be the same as the above absence policy.

Students who leave during the school day for any reason must be checked out of the office personally by a parent. Students who have a scheduled appointment during the day or need to leave early are required to bring a note from home stating when they need to be excused and give the note to the office secretaries. Students will then be given a pass which they will show to the teacher prior to leaving. They will not be paged as a reminder. As always, students will then sign out in the office before leaving. We ask that parents come into the office to pick up their child. For a student to be released to someone other than a parent or guardian, the office must be notified personally by the parent/guardian.

TARDINESS TO CLASS

Students are tardy unless they are seated in their desks with books and materials ready for class when the tardy bell rings. It will be the teacher's discretion to assign a detention for any class tardy. Class tardies may be written up as office referrals at the discretion of the individual teacher.

TARDINESS TO SCHOOL

If a student comes to school after the 8:15 a.m. tardy bell, he/she will be considered tardy. Whether the tardy is excused or not, will depend on the reason for the tardy. Such reasons for tardies as “oversleeping” or “missing a ride” will be classified as unexcused. Tardy students are to bring notes from their parents, however, the note does not necessarily determine whether it will be excused. Therefore, any student who is late to school, needs to report to the office. Each semester, a student's 3rd unexcused tardy will result in a communication log consequence entry. The 4th and 5th unexcused tardies in a semester will result in a 40 minute office detention. If a student accumulates more than 5 unexcused tardies in a semester, other corrective actions may be taken by the administration.

TRUANCY

A student who engages in unexcused absences may be considered truant as per state law, [Neb. Rev. Stat. §79-201](#). Truancy is a violation of school rules and consequences of such action will be applied. Students who leave the school premises without permission during the school day will be considered truant. Truancy is defined as “any student that does not present evidence for why he/she was absent.” If a student has accumulated five unexcused absences in any one quarter or the hourly equivalent, or if the student has accumulated 20 unexcused absences per school year, or the hourly equivalent, the student

shall be deemed habitually truant. The District shall render all services in its power to compel truant students to attend school in an attempt to remediate the student's truant behavior. Such services may include, but are not limited to:

1. One or more meetings between the principal and the parent, guardian, or person with responsibility for the student.
2. Educational counseling with consideration for implementing strategies to eliminate the truancy problem.
3. Educational evaluation to assist in defining needs to remedy the truancy problem.
4. Further investigation to identify conditions contributing to the truancy problem.

If the student continues to violate the school attendance laws and policies, the principal shall file a report with the Buffalo County Attorney who will act on this violation of the law.

STUDENT CONDUCT AND DISCIPLINE

EXPECTATIONS OF BEHAVIOR

Sunrise's goal is to provide a safe, pleasant and orderly learning environment. The Sunrise staff expects students to comply with certain rules in order to achieve these goals. It is the responsibility of the student to follow the rules for maintaining a safe, pleasant and orderly learning environment or accept the consequences for not following the rules. Parents are asked to review the expectations outlined in this handbook with the student. Student conduct rules apply at all times on school grounds, adjacent school grounds, and during all school sponsored activities/athletic events both on and off school grounds. Student conduct rules also apply in a vehicle owned, leased, or contracted by the school being used for a school purpose. Sunrise Middle School administration will have the final authority in determining the appropriateness of student behavior and assigning consequences accordingly.

Students are expected to:

1. Respect the rights and property of others.
2. Respect the right of others to learn.
3. Be responsible for their actions and accept the consequences of their choices.
4. Always try their best to follow school and classroom rules.
5. Exhibit behavior that allows other students to learn and teachers to teach.
6. Make a serious attempt to exhibit the following:
 - a. Listen to others.
 - b. Be kind to others.
 - c. Avoid "put-downs".
 - d. Use appropriate language.
 - e. Attend school regularly and be punctual.
 - f. Dress so as not to disrupt the learning atmosphere.
 - g. Be empathetic to fellow student needs.
 - h. Be helpful, especially towards younger students.

CONSEQUENCES FOR DISRUPTIVE ACTS

The following is a list of possible consequences for students' disruptive acts. Although this list is extensive, a situation may arise that is not specifically covered in this list of disruptive acts. If such a situation arises, the administration will have the final authority in determining the appropriateness of student behavior and assigning consequences accordingly. The administration will make decisions based on school law, public law, and the common good of the students and staff of Sunrise Middle School.

Minor Infractions

Students can earn consequences for minor infractions from any staff member at Sunrise Middle School. Consequences for minor infractions may include, but are not limited to: verbal redirection, communication log entry, Fix-it plan, teacher detention, lunch detention, office detention, behavior contract, or parent contact. All minor infractions may be consequence as a major infraction depending on the level of severity as judged at the discretion of the administration. The following is a list of minor infractions for which a student may earn a consequence.

1. Running, pushing, shoving, spitting, throwing objects, or other boisterous behavior anywhere inside or outside the school buildings and grounds.
2. Any classroom disturbance which interrupts the instruction/learning process.
3. Cheating, plagiarism, forgery or copying another student's work.
4. The possession or use of nuisance items such as rubber bands, pins, white-out, laser lights, cell phones, radios, iPods, mp3 players, CD players, or other objects considered a nuisance in or out of the classroom. These items will be confiscated by the administration. Confiscated items will have to be picked up by a parent or guardian.
5. Use or display of vulgar language or material.
6. Inappropriate behavior in the cafeteria – cutting in line, not following lunchroom rules, etc.
7. Not following teacher directions (insubordination) or not cooperating with staff members.
8. Being disrespectful toward staff, peers, or the Sunrise building and campus.
9. Leaving school grounds during the school day without permission of school authority.
10. Threatening, intimidating, bullying, or harassing other persons.
11. Any other behaviors deemed inappropriate by the administration.

Major Infractions

Students may earn consequences for major infractions from the principal or assistant principal. Consequences for major infractions may include, but are not limited to: detention, behavior contract, parent contact, in-school suspension, short term suspension, long term suspension, emergency exclusion, mandatory reassignment, law enforcement notification, restitution, or expulsion (see definitions for short term suspension, long term suspension, emergency exclusion, mandatory reassignment, and expulsion in section SUSPENSION AND EXPULSION GROUNDS AND PROCEDURES). The following is a list of major infractions for which a student may earn a consequence. Also listed are consequences for some specific infractions and/or repeated infractions. The consequences listed are guidelines to be used for dealing with major infractions. The consequences may be changed at the discretion of the administration depending on the circumstances.

1. Missing teacher assigned detention or consequences.
2. More serious incidents of running, pushing, shoving, spitting, throwing objects, or other boisterous behavior anywhere inside or outside the school buildings and grounds that require office intervention.
3. Serious or continuous classroom disturbances which interrupt the instruction/learning process that require office intervention.
4. Incidents of not following teacher directions (insubordination) or not cooperating with staff members that require office intervention.
5. Incidents of being disrespectful toward staff, peer, or the Sunrise building and campus that require office intervention.
6. Threatening, intimidating, bullying, or harassing other persons.
7. Fighting – Fighting is defined by engaging in actions with the intent to harm or hurt another. Fighting will result in out of school suspension of up to three days.
8. Assault – Causing or attempting to cause physical injury to other students or staff will result in out of school suspension or expulsion and law enforcement notification.
9. Vandalizing – Damaging or defacing property of the school or individuals, or attempting to do so, will result in a suspension (in-school or out of school) or expulsion. Consequences may also include restitution and/or law enforcement notification.
10. Theft or attempted theft will result in a suspension (in-school or out of school) or expulsion. Consequences may also include restitution and/or law enforcement notification.
11. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that is used as a weapon, or any imitation or look-a-like object or material, which can be reasonably considered or mistaken for a weapon, or which is represented as a weapon and interferes with school purposes could result in suspension, expulsion, or mandatory reassignment. The violation of this rule results in an automatic five-day suspension and/or notification of local law enforcement officials with the possibility of expulsion for one full year from the date of the incident. The possession of a firearm in school, on school grounds, or in a school-owned vehicle is grounds for expulsion for one year according to the WEAPONS section in this handbook.
12. Possession or use of tobacco will result in a 1 day in-school suspension. Repeated violations will result in additional suspensions (in-school or out of school) and law enforcement notification of violation of the Tobacco Ordinance. All tobacco will be confiscated by the administration.
13. Possessing, using, selling, dispensing, or being under the influence of alcohol, illicit drugs, drug paraphernalia, controlled substances, imitation controlled substances or prescription drugs (not specially prescribed to the student) will result in out of school suspension or expulsion and law enforcement notification. There are additional consequences for students participating in extra curricular events as detailed in the Kearney Public Schools Extra-Curricular Policy.
14. Truancy – Skipping school all or part of the school day.
15. Directed use or display of vulgar language. Directed profanity toward a staff member will result in out of school suspension.
16. Public indecency.
17. Possession of material considered to be vulgar or pornographic in nature. This would also include material on a computer or material taken from the internet on a computer or a paper copy of such material.
18. Sexual harassment that includes touching, fondling or sexual remarks.
19. Unexcused tardies to school - Each semester, a student's 3rd unexcused tardy will result in a communication log consequence entry. The 4th and 5th unexcused tardies in a semester will result in a 40 minute office detention. If a student accumulates more than 5 unexcused tardies in a semester, other corrective actions may be taken by the administration.
20. Loitering or trespassing (being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials.)
21. Forgery – Forging parents, teachers, or other names on excuses, passes, etc.
22. Use of nuisance items such as rubber bands, pins, pencils, lighters, laser lights or other objects in a manner which could be harmful to others.

23. Possession or unauthorized use of fire paraphernalia (lighters, matches, etc.) will result in suspension (in-school or out of school or expulsion).
24. Arson or attempting to set fires on the Sunrise buildings and grounds will result in out of school suspension or expulsion.
25. Bomb threats or incidents will result in out of school suspension or expulsion.
26. Tampering, pulling, or discharging fire alarms or fire extinguishers will result in out of school suspension or expulsion.
27. All behaviors listed under section SUSPENSION AND EXPLUSION GROUNDS AND PROCEDURES.
28. Continuous or repeated violations of rules of the school district and /or Sunrise Middle School.
29. Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska, or Kearney Public Schools.

BULLYING/HARASSMENT

Bullying is an act of violence that can be physical, social, or emotional in nature. Sunrise Middle School will not tolerate bullying, harassment, or intimidation of any kind. Bullying or harassing includes but is not limited to: persistent annoyance or irritation, threats, coercion, stalking, behavior meant to frighten, bodily harm, using tactics which frighten or causes someone to be afraid of future reprisal, or forcefully requiring someone to submit to acts against their will. Anyone caught bullying, harassing, or intimidating another student or school employee will be subject to suspension or expulsion. Sunrise will also cooperate with parents if they wish to bring legal action against those who commit these acts to others.

COMMUNICATION LOG

The communication log will be utilized to promote increased communication between school and home. Log entries will be made by students for positive behaviors (Rewards), minor behavior infractions, responsibility/respect issues (Consequences), and when school information needs to be communicated to a parent/guardian (Information). The communication log can be viewed nightly by parents. A place is provided on the communication log for parents to initial entries so that teachers recognize that the entry has been reviewed by a parent/guardian.

A reward entry in the communication log recognizes a positive student behavior referred to as an “above the line behavior”. Teachers will ask students to make a reward entry when the teacher wants to compliment the student on making a positive choice and reinforce the likelihood that the behavior will take place again in the future. Students will earn a Silverhawk Pride slip after every three reward entries.

A consequence entry in the communication log recognizes a student behavior choice that is inappropriate for the school setting. This is referred to as a “below the line behavior”. The unacceptable behavior choice prevents the teacher from teaching, prevents other students from learning, or prevents your student from learning. Other consequence entries may include student behavior choices that are not respectful or responsible. Once a student has accumulated five consequence entries, the student will be asked to complete a Fix-It Plan.

A Fix-It Plan is completed by the student, under the guidance of a Sunrise staff member, after the student has accumulated five consequence entries in the communication log. Fix-It Plans can be completed by the student either after school the day the Fix-It Plan was earned or after school the next school day. The Fix-It Plan asks the student to identify why the behavior was inappropriate, how the behavior adversely affected them and others in the classroom, and the student is asked to develop a plan that will guide them in making a better choice in the future. The teacher may ask the student to practice the plan they developed, role play a scenario with the teacher, or draw an illustration of the plan. School research indicates that when students reflect on why a behavior was inappropriate, develop a plan for changing that behavior, and practice the correct behavior, they will be significantly more likely to make a change in their behavior. As students accumulate more Fix-It Plans, other discipline measures such as time processing after school, detentions, in-school suspension, and parent meetings will be utilized.

DETENTION

Teacher-assigned detentions are 20 minutes in length from 3:20-3:40 p.m. Students assigned a detention by the teacher may be given a detention slip that is to be signed by the student's parent or guardian. Students will have the option of serving the detention on the day the detention is assigned or the following day. If the student or teacher is absent on the day the detention is to be served, the detention is to be served on the following day. Students are to arrive on time to the room of the teacher that assigned the detention. If the student fails to serve the detention on the predetermined dates, the student will be referred to the office and will be assigned an office detention and parents may be notified.

Office detentions are 40 minutes in length from 3:20-4:00 p.m. Office detentions are assigned by the principal or assistant principal. Students will have the option of serving the detention on the day the detention is assigned or the following day. If the student is absent on the day the detention is to be served, the detention is to be served on the following day. Office

detentions are to be served in ROOM 100. A student that is assigned an office detention is to report to room 100 before the 3:20 bell. Students will not be admitted after the 3:20 bell and the detention will be recorded as not served. The student is required to bring materials to work on for 40 minutes. Special privileges cannot be granted to students who carry newspapers or do other types of work before or after school. Students who choose not to serve office detentions on the days assigned or have not made other arrangements in advance, will have their time doubled or be assigned In-school suspension. Those who wish their school day to end at the regular time have the choice to conduct themselves in such a manner that they never earn a detention.

Fact: 80% of the students attending Sunrise last year never gave themselves a detention.

IN-SCHOOL SUSPENSION

Students assigned In-school suspension are to report to the office at 8:15 a.m. and will be in In-school suspension until 4:00 p.m. Students not following directions in the ISS room may be assigned: 1) additional time that must be served before leaving for the day; 2) assignment of additional days of in-school suspension; or 3) out of school suspension for the remainder of the day and may be given additional time out of school. Students who have been in ISS for the day will need to exit the building when dismissed. In-school suspensions do not end until the start of the school day the student is next allowed to return to class.

OUT-OF-SCHOOL SUSPENSION

Students assigned out-of-school suspension or recommended for expulsion cannot attend school, take part in any school function, or be on school property any time during the suspension. Suspensions do not end until the start of the school day the student is next allowed to return.

SEXUAL HARASSMENT

Sunrise Middle School is committed to providing a safe, positive learning environment for all students. Therefore, sexual harassment will not be tolerated in any form. Sexual harassment may include but is not limited to the following behaviors: touching body parts, verbal comments about body parts or clothing, name calling, spreading sexual rumors, stares and leers, "dirty" jokes, gestures with hands on body, following or standing too close, conversations that are too personal, graffiti, facial expressions, howling, catcalls, or whistles. If someone is displaying any of these behaviors toward you and you find it unacceptable, report it to a teacher, counselor or the principal so it can be stopped.

SUSPENSION AND EXPULSION GROUNDS AND PROCEDURES

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her 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, harassment, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. The willful causing or attempting to cause damage to property.
4. Stealing or attempting to steal property.
5. Causing or attempt to cause personal injury to self or others, including the throwing of objects or materials which would cause personal injury except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.
6. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person, or making a threat which causes or may be expected to cause a disruption to school operations.
7. 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 the 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.
8. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that is used as a weapon, or any imitation or look-a-like object or material, which can be reasonably considered or mistaken for a weapon, or which is represented as a weapon and interferes with school purposes.
9. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or 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 a 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.

10. Truancy or failure to attend classes or activities.
11. Tardy to school, assigned class or scheduled activity.
12. Using language, actions, or gestures which, by school standards, are considered abusive, profane, vulgar, or obscene in an educational environment.
13. Engaging in any other activity forbidden by laws of the United States or the State of Nebraska.
14. Public indecency. A person commits "public indecency", a Class II misdemeanor, if such person performs or procures, or assists any other person to perform, in a public place and where the conduct may reasonably be expected to be viewed by members of the public as an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, or a lewd fondling or caressing of the body of another person of the same or opposite sex.
15. Sexual assault. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an education function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined. "Sexual assault" shall mean any person who subjects another person to sexual penetration and 1) overcomes the victim by force, threat of force, expressed or implied, coercion, or deception; 2) knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct; or 3) the actor is nineteen years of age or older and the victim is less than sixteen years of age.
16. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process; 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.
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 of such terms as the administration may establish: 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) 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 off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion of one (1) 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.
18. Repeated violation of rules and regulations as established by the school and approved by the Board of Education.

Procedures for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The purpose of the Nebraska Student Discipline Act is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The Nebraska Student Discipline Act outlines due process rights and procedures for the following exclusions:

1. Short Term Suspension: up to, and including, five days.
2. Emergency Exclusion: immediate exclusion if the student has a dangerous disease or his/her conduct presents a threat to the physical safety of the school community or is very disruptive.
3. Long Term Suspension: more than five days, less than twenty.
4. Expulsion: remainder of semester. (may carry over to the end of the next semester if the violation occurs within the last ten days of the current semester or involves a firearm or weapon)
5. Mandatory Reassignment: involuntary transfer to an alternative setting.

1. Short-Term Suspension – Short-term suspension shall mean the exclusion of a student from attendance in all schools within the system or from any school function for a period of up to five school days. The following process will apply to short-term suspensions:

- a. Administration shall make an investigation.
- b. Administration may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
- c. The student will be given oral or written notice of the charges against the student and an explanation of the evidence against him/her.
- d. The student will be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short term suspension decision.
- e. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal will send a written statement to the student and student's parents or guardians describing the student's conduct, misconduct or violation of rule and the reason for the action taken.
- f. Administration will provide an opportunity for parents and student to have a conference before or at the time the student returns to school.

2. Emergency Exclusion – Any student may be excluded from school if the student has a dangerous communicable disease or if the student's conduct presents a clear threat to the physical safety of self or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other student to pursue an education.

- a. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described immediately above.
- b. The same procedures for short-term suspension also apply to emergency exclusion if such exclusion is for five days or less.
- c. If longer than five days, there must be substantial compliance with the procedures provided for long-term suspension.

3. Long-Term Suspension, Expulsion, and Mandatory Reassignment – Long term suspension shall mean the exclusion of a student from attendance in all schools within the system or any school function for a period exceeding five school days, but less than twenty school days. Expulsion shall mean exclusion from attendance in all schools within the system or any school function for a period not to exceed the remainder of the semester in which it took effect. Mandatory reassignment shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action. The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment:

- a. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to self or others, and a notice of intent to discipline the student by long-term suspension, expulsion or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the Superintendent.
- c. Within two days, written notice must be sent by Certified Mail to the student and the student's parents or guardians informing them of the rights under the Student Discipline Act. This notice shall include the following:
 1. Rule violated and summary of evidence.
 2. Penalty which principal has recommended.
 3. Notice of student's right to a hearing.
 4. Hearing procedures provided by this act and appeal procedures.
 5. A statement concerning the right to examine all records of the case.
 6. A statement concerning the right to know the identity of witnesses who will appear and the substance of their testimony.
 7. The written notice letter shall include a form to the student's parents to request a hearing.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event the administration has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the administration shall automatically go into effect.
- f. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. The following preliminary procedure must be followed if a hearing is requested:

1. A hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held to answer any questions of the administrative representative, the student, the student's parents or guardian regarding the nature and conduct of the hearing.
2. Within 2 school days after being appointed, the hearing examiner must give written notice to principal, student, and student's parents or guardian of the time and place of the hearing.
3. The hearing must be held within five days after the request, but cannot be held without providing the principal, student, and student's parents of at least two school days notice.
4. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Board of Education at any reasonable time prior to the hearing.

WEAPONS IN SCHOOL

Nebraska State Statutes:

1. Any unauthorized person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event may be guilty of the offense of unlawful possession of a firearm on school grounds. Unlawful possession of a firearm on school grounds is a Class IV misdemeanor.

2. Any firearm possessed in violation of subsection (1) of this section in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a law enforcement officer as soon as possible. Source: LB 988, April 15, 1994

3. Firearms: It is the policy of the district when a student is determined to have knowingly and intentionally possessed, used or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, in a school owned vehicle used for school purposes, or at a school sponsored activity or athletic event.

4. Weapons: Weapons possession in the Kearney Public Schools and as defined by Federal law includes knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that is used as a weapon, or any imitation or look-a-like object or material, which can be reasonably considered or mistaken for a weapon, or which is represented as a weapon and interferes with school purposes. It is the policy of the district that such students 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 year. Such action may be modified or terminated by the school district at any time during the expulsion period. [KBE Rule 5144/5144(c), Item (g)-rev. 1/99].

EMERGENCY PROCEDURES

EMERGENCY CLOSING

When school must be closed because of bad weather or other emergencies, announcements will be made by the superintendent or a designee on radio and television as promptly as possible. Please look for announcements on the radio stations KGFW (1340 AM), KQKY (105.9 FM), and KKPR (POWER 99); or television stations NTV, Ch. 13; KOLN-TV, Ch. 11; and KHAS, Ch. 5. Please do not contact the schools. School telephones must be available for emergencies. Students who ride the bus can expect the bus schedule to be delayed during bad weather. Parents may reserve the right to keep their children at home and/or to pick them up early on days of inclement weather; however, the school district does advise parents not to remove their students from their attendance center during an emergency "warning" situation until an "all clear" is given and it is safe to travel within the community. Please notify your student's school when you are keeping your student home or picked up early due to the weather. This will aid the school in accounting for each student. Every building in the district has a specific evacuation alternative site, if needed. Those sites may be shared with parents by calling their student's attendance center.

FIRE DRILLS

The school laws of Nebraska require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly, quietly, and in a safe, organized manner. Exits are posted in each room. Teachers will supervise departure. Students will not be allowed to go to their lockers for extra clothing when a fire drill is taking place. After leaving the building, students will move quickly to the safe zone on the south side of the building.

OTHER DRILLS

The school may also engage in other drills during the school year. Drills may include: lock-down, bomb threat, emergency response, and evacuation drills. The evacuation drills could involve evacuation of students to the school's designated alternate site. Please call your building principal if you have questions about drills conducted by your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation.

TORNADO DRILLS

Regular tornado/severe weather drills are required and are an important safety precaution. Tornado/severe weather warning information and directions will be given over the intercom. On the signal, students are to leave the room and go to the designated safe areas. Shelter should be taken quietly, carefully and as quickly as possible. Tornado shelter directions are posted in each room. The teacher in the classroom will give the students instructions. If an emergency is sounded during passing period, students are to continue to their next class and immediately go with the teacher to the assigned safe area. If emergency is sounded while the students are at lunch, they will go with their teacher to the area assigned.

WEATHER EMERGENCIES

School will be held and the regular school day followed regardless of weather conditions unless announced otherwise on the radio stations KGFW (1340 AM), KQKY (105.9 FM), and KKPR (POWER 99); or television stations NTV, Ch. 13; KOLN-TV, Ch. 11; and KHAS, Ch. 5. See section titled EMERGENCY CLOSING for more information.

OTHER STUDENT INFORMATION

ADMISSION

The state mandates that students attend school from age 6 to age 18. For students who are 6 yrs of age but will not reach age 7 prior to January 1st of the current school year attendance is not mandatory if the parent/guardian has signed and provided to the resident district an affidavit stating either (1) that the child is participating in an education program the parent/guardian believes will prepare him/her to enter grade 1 of the following year, or (1) that the child will participate in a school which has elected, pursuant to law, not to meet accreditation or approval requirements. The parent/guardian must provide the Commissioner of Education with a statement of this intent on or before the child's 7th birthday.

Students shall be admitted to the Kearney Public Schools who are:

1. Emancipated minors residing in the district.
2. Residing in the district with a parent or legal guardian who is a resident of the district.
3. Wards of the state or court and who reside in a foster family home within the District which is licensed or approved by the Department of Health and Human Services or who reside in a foster home within the District which is maintained or used pursuant to Nebraska Revised Statute §83-108.04.
4. Residing in the district with a parent or guardian who, having entered public service of the State of Nebraska, is residing within the district for temporary purposes incidental to serving the state.
5. A child residing with a person, other than a parent or guardian, who is a resident of the school district and who has legal or actual charge or control of the child.
6. Approved for the option enrollment program.
7. Participating in an approved foreign exchange program.
8. Children of divorced parents if either parent resides in the district.
9. A child residing in a group home, skilled nursing facility, foster home, shelter, or other similar residential facility which is located in the district and which has legal or actual charge or control of the child.
10. Adults, age 19 or 20, residing in the district who have not completed high school.
11. A homeless person who is physically present in the district, or who resided in the district immediately prior to becoming homeless. Any student who is designated as 'homeless' due to temporary living conditions such as sharing housing with other persons, living in motels, trailer parks or camping grounds due to the lack of alternative adequate accommodations, emergency or transitional shelters, cars, parks, etc., is eligible for support with instructional needs and accommodations to allow students to attend school. To access support for homeless needs, call the Student Enrollment Office (698-8029).
12. Students who have been expelled from their home school district. The Board of Education may also place a condition on enrollment by stipulating that the student attend an alternative education program, class, or other educational arrangement in the district, until the terms of the expulsion are completed. A student expelled from a school in another state may not be prohibited from enrolling in a Nebraska public school district in which the student resides, or in which the student has been accepted under the enrollment option program for any period of time beyond the time limits placed on expulsion under the Student Discipline Act; or for any expulsion offense which is not authorized under the Student Discipline Act.

Students may be admitted to the Kearney Public Schools, at the district's discretion, who are:

1. Nonresident tuition students.
2. Students whose residence in the district ceases during the school year, who may be allowed by the district to continue attending school for the remainder of the school year without the payment of tuition.
3. Nonresident students who may be admitted without the payment of tuition, if they are in the actual physical custody of a resident of the school district and are not residents of an adjoining district, and the school board determines that the pupils would otherwise be denied guaranteed free common school privileges.

MORNING ARRIVAL

In the mornings, students are encouraged to arrive on campus between 8:00 - 8:15 A.M. Students arriving earlier may enter the building at 7:45 A.M. Students will enter through either the east or west main doors and will report to their assigned area. Students may eat breakfast in the cafeteria before reporting to their assigned area. Students will be in the following locations: Seventh grade students will be assigned to the north bleacher section in the gym. Eighth grade students will be assigned to the cafeteria. Sixth grade students need to enter the building through the main doors on the east side of the building and they will be assigned to the industrial arts/band hallway. Students need to enter the building once they arrive on campus after 7:45 A.M. From 8:00 – 8:15 A.M., students may get help from teachers. Students seeking help from teachers at this time must have a note from a teacher or a note from a parent.

AFTER SCHOOL DEPARTURE

Students are expected to leave the school building when they are dismissed. Only those students who are supervised by a teacher will be permitted to remain after school hours. On the days of after-school activities in the gymnasium, students are

expected to remain in that area only. All eighth grade students will exit through the main doors on the west side of the building. Seventh graders will exit the building through either the southwest (7-4) or southeast (7-3) doors according to their team assignment. Sixth grade students will exit the building through the southeast doors (same doors as 7-3). Students riding the bus and students riding bikes will exit the main doors on the east side of the building. Students using the Ave. N crosswalk may exit the main doors on the west side of the building (8th grade exit). Students walking or riding a bike home are expected to leave campus immediately after school. Students waiting for a ride after school are expected to remain outside the building. Students should not wonder around the building nor should students wait in the cafeteria after school. Students should not congregate inside the entryway or directly in front of the doorway. Any student waiting an extended time for a ride (3:35 P.M. and after) will be asked to do one of two things: 1) wait for their ride next to the curb or on the benches, or 2) in case of inclement weather or cold temperatures, the outside supervisor may allow students to wait inside the entryway. It is best if students and parents communicate in advance where and when the student is to be picked up. Students who have not been picked up as planned and want to contact a parent need to enter the school through the main doors on the east or west side and use the phone outside of the office.

Reminder: A Student is responsible for his/her actions to and from school. Behavior expectations are consistent with those behaviors expected during the school day.

ANTIDISCRIMINATION

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Human Resources Director shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 and complaints or concerns involving discrimination should be addressed to said Coordinator.

Preventing Harassment and Discrimination of Employees and/or Students

Purpose: Kearney Public Schools is committed to offering employment and educational opportunity to its employees and any student, based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind of administrators, teachers, co-workers, students, or other persons is prohibited. In addition, the Kearney Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability, age, marital status, pregnancy, or other protected conditions is prohibited. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, religion, age, handicap, marital status, pregnancy, or other protected condition, may grieve such matters using the adopted grievance procedures of the Kearney Public School District. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

The following are general definitions of what might constitute prohibited harassment:

- A. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, national origin, marital status, pregnancy, or other protected conditions, constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work instructional, or educational environment.
- B. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.
- C. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom, or educational environment.

Sexual harassment may exist when:

- A. Supervisors or managers make submission to such conduct either an explicit or implicit terms and condition of employment;
- B. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment
- C. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes" about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Procedures: Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or

teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

If the employee or student’s complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, the complaint should be reported to the Superintendent of Kearney Public Schools. If a satisfactory resolution cannot be obtained through the Superintendent of Kearney Public Schools, the complaint may be processed through the Kearney Board of Education.

The supervisor, teacher, or the Superintendent of Kearney Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

BIRTH CERTIFICATE

Upon admission to the Kearney Public Schools, the parents/legally appointed guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student’s birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child’s identity and age (i.e. naturalization or immigration documents showing date of birth, or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

If the parents/legally appointed guardian fails to comply with this request within thirty (30) days, the school shall notify them in writing that they need to comply within ten (10) days. If compliance is not obtained within that ten (10) day period, the school shall immediately report the matter to the Kearney Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Kearney Police Department.

BOOKS

Kearney Public Schools will provide textbooks to students at no charge. Students are responsible for all textbooks that are issued to them. Students will be held responsible for all damages to textbooks beyond normal wear. All hardbound texts issued to students should be covered with a paper book cover. A student who loses a book or damages a book to the extent that it would not be usable will be assessed the cost for replacing the lost or damaged book based upon the following depreciation schedule:

- 1st year of adoption full cost + \$4 shipping
- 2nd year of adoption full cost + \$4 shipping
- 3rd year of adoption full cost minus 10% + \$4 shipping
- 4th and subsequent years previous year’s cost minus 10% + \$4 shipping

The Director of Curriculum will calculate a depreciation schedule for each new text adoption. All replacement costs will be rounded to the nearest whole dollar and include a shipping charge of \$4. Texts that are returned in a usable condition but have damage will have fines assessed to the student. Teachers and principals are encouraged to use good judgment when issuing fines. Students should be encouraged to remove all minor marks from the texts before returning them to the teacher. The following table should be used as a guideline for assessing textbook fines.

Type of Damage	Light	Moderate	Severe
Damaged Cover	\$3	\$10	\$15
Pen/Pencil Marks	\$1 per page	\$1 per page	Text Replacement
Torn Pages	\$1 per page	\$1 per page	Text Replacement
Folded Pages	\$1 per page	\$1 per page	\$1 per page
Food Stains	\$3	\$10	Text Replacement
Water Damage	\$3	\$10	Text Replacement
Obscenities			Text Replacement
Broken Spine			\$15
Missing Pages			Text Replacement
Barcode Removal		1 - \$5	2 – Text Replacement
Unusable Book			Text Replacement

BUS TRANSPORTATION

It is mandatory that students conduct themselves in a manner that is not likely to bring injury to themselves or to others on the bus or on any other school-owned or provided vehicle being used for school purposes. Any behavior which might be distracting to the driver of a bus or other vehicles is most specifically prohibited. All normal rules that pertain to the school day are to be observed and enforced during any school trip that utilizes school transportation. See the Bus Transportation Rule Book for specific details and procedures. According to State Statue 79-611, the school district shall either provide free transportation to those who qualify, or pay an allowance, as determined by a state formula, for transportation in lieu of free transportation.

CAFETERIA/FOOD SERVICE

All students are encouraged to make use of the cafeteria services provided by the schools. We ask that you at all times conduct yourselves as ladies and gentlemen and observe the regulations set forth by the cafeteria supervisor. If you prefer to bring lunch from home, we ask that you eat in the cafeteria. Milk or juice may be purchased separately. No food is to be taken from the cafeteria. Students are expected to take their trays to the receiving table when they are finished eating.

All students will have a personal lunch number that will be used as you purchase a meal or an item from the cafeteria. Students entering the 6th grade will be given a lunch number. You will be required to memorize this number for use at the Bearcat Diner. This lunch number will remain the same until you graduate. If you should forget your lunch number please ask your cafeteria manager or call the Bearcat Diner office at 698-8159.

The lunch program accounting system is a debit system, which means that you deposit money into your family lunch account and as students eat, the meal charge is deducted from your family lunch account balance. At the end of the serving line, the student enters their four-digit lunch number, the cashier verifies the student name, and the food items are deducted from the family account if there is money in the family account. Students will not be allowed to charge items against their account if the account has a zero or negative balance. The Bearcat Diner does not extend credit to families for purchase of meals or a la carte food items. It is necessary to keep money in the family account so children can continue to purchase against it. When the family starts to get low your child may be given a verbal notice or a written notice when he/she goes through the lunch line. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the family account. If the family account falls to zero balance, the student will need to pay cash, bring a lunch from home or work in the cafeteria to pay for his/her lunch. The Bearcat Diner will not extend credit. Parents will be asked to designate how the student may use money in the family account (meals only or meals and a la carte purchases). Forms for designating usage may be obtained from the Bearcat Diner office.

Payment for school lunches should be given or mailed to Bearcat Diner Office at 4611 Avenue N, Kearney, NE 68847. Payment may also be dropped off at your school. For your convenience, a payment drop off box behind City Hall along with the other utility payment drop off boxes is available. To check the status of your Bearcat Diner lunch account you may:

- 1) Call anytime between the hours of 8:00 a.m. and 3:30 p.m. for your account balance. Phone numbers are 698-8159 (Janet), or 698-8158 (Terrie). If no one answers at the time you will always be able to leave a message and someone will return your call as soon as possible.
- 2) If you have Internet access you may email Janet at janet.bugay@kearneypublic.org to inquire about your balance, or check your balance online at www.wordwareinc.com.
- 3) You may follow the "Monthly Payment Schedule" provided to all families at the beginning of each school year.
- 4) You may use *e-Funds for Schools* that allows parents to make payments to your child's school lunch account, via the Internet, using a credit card or transferring money from your checking account.
- 5) The Bearcat Dinner uses the Connect Ed Automated Calling System to call weekly notifying you if your account balance is getting low or in the negative.

	Senior High	Middle School	Elementary Schools
Lunch Price	\$2.15	\$2.10	\$1.90
Reduced Lunch	\$.40	\$.40	\$.40
Adult Lunch	\$2.60	\$2.60	\$2.60
Restaurant Pizza Meal	\$2.75	\$2.75	
Breakfast Price	\$1.35	\$1.35	\$1.10
Reduced Breakfast	\$.30	\$.30	\$.30
Adult Breakfast	\$1.60	\$1.60	\$1.60

Free and Reduced-Price Lunches: Students from families whose income is below certain designated levels are eligible for free meals or meals at a reduced rate. You must complete a new Free and Reduced Price Meal form each school year. Information concerning the eligibility income scale or any other facet of the program is available at the Bearcat Diner Office or in the school office. The lunch program point of sale system does not identify the student who qualifies for free or reduced price meals in any way. The student will enter their lunch number and the cashier verifies the name.

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, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CHILD ABUSE OR NEGLECT

When a school employee or any other person has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which would reasonably result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper school authorities, including the building principal, school nurse, or school counselor. A copy of the report will be filed with the Superintendent of Schools. School authorities will contact the proper law enforcement agency and/or Health and Human Services. Law enforcement officials and/or social service workers may be permitted to interview the possible student victim at the school, upon notice to the school officials.

CLASSROOM EXEMPTION

The Kearney Public Schools recognizes the vested interest that parents and/or guardians have regarding the education of their children. On occasion, parents and/or guardians may find that the curriculum of the school contradicts the religious, cultural, or family belief systems of an individual. These individual differences in beliefs and values may be found in units of study associated with any area of the social sciences, humanities, arts, sciences, and/or other curriculum areas. In recognition of parental/guardian interests, and the potential for contradictory values or beliefs, the Kearney Public Schools may allow students to opt out or be exempted from a limited number of units of study in required or elective curriculum. Questions about the opt out policy should be directed to the school principal.

CLOSED CAMPUS

Sunrise Middle School is a closed campus meaning that once a student arrives on the school grounds bordered by 45th Street and Avenue N, and by the property line on the North side of the building and Avenue R on the East side; he /she must remain on the school grounds until school is dismissed for the day. Walking to school in the morning should include moving in an orderly manner toward the school building using the sidewalks provided. Students should not loiter on school grounds before or after school. Students are not allowed to leave the building without prior approval of the office.

DRESS/STUDENT APPEARANCE

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean and neatly dressed. Appropriate clothing shall be that which does not pose a health problem or safety hazard, does not materially disrupt classroom activities, properly covers the body and complies with reasonable standards of decency.

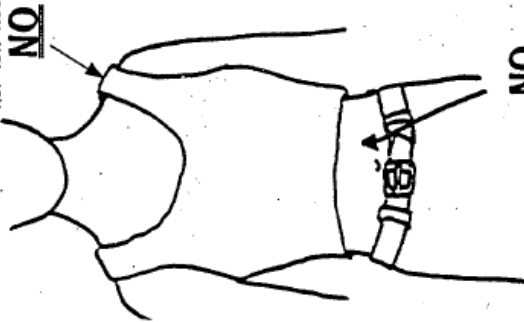
1. Students are not allowed to wear any article of clothing that does not cover undergarments or which allows skin from the buttocks or breasts to be exposed. The student will be given the opportunity to change clothes or to call home to request a change in clothes.
2. Shirts and bottom clothing must touch at the waist. Please see visual indicator of what is considered appropriate. Bare backs or midriffs are not acceptable and suitable clothes should be worn under such shirts. Undergarments are not to show nor should outer clothing be of transparent material which allows undergarment to be visible.
3. Spaghetti strap tops and narrow-strapped tops are not allowed. Straps on tops must be at least 2 inches wide. Please see visual indicator of what is considered appropriate. Open mesh tops, narrow-strapped tops and spaghetti strap tops are only allowed if shirts are worn under them.
4. Clothing usually worn as undergarments may not be worn as outer garments. Sports bras, spandex tops and shorts, and boxer shorts will not be permitted as outer wear. This does include the time devoted to athletic practice.
5. Clothing with pictures or printed wording that conflict with board policy or school curriculum will not be permitted. Clothing with printed wording, pictures or designs which advertise or promote alcohol, tobacco, drugs, putdowns, derogatory connotations, profanity, sexual innuendos, gang affiliations, anti-semitism, offensiveness to race, color, religion, or depiction of lewd, vicious, or any other inappropriate or questionable acts are prohibited. If such clothing is in question, students will be asked to turn the article of clothing inside out for the remainder of the day. The clothing items may also be confiscated from the student and a parent will have to pick the items up from the office. Students will be encouraged to not wear the article of clothing at school again.
6. Shoes, boots or sandals must be worn at all times.
7. The school environment shall be free from threats or the harmful influence of any groups which advocate drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of its color, arrangement, trademark or any other attribute, denotes membership in such groups will not be permitted. Such group's clothing may vary from school to school and may change from year to year; therefore it is the responsibility of the administration to determine the appropriateness of clothing or accessories.
8. The wearing of caps, hats, coats, quilted flannel shirts, or other articles of clothing that are designed to be worn outside will not be permitted to be worn inside during the school day. Exceptions to this rule will be made by the building administrator in case of emergency. Wearing or displaying of bandannas, head bands, hair nets or colored handkerchiefs are also not permitted at any time in school or on school grounds. Violations will result in hats and bandannas, etc. being confiscated. Students are encouraged to bring a sweatshirt and leave in their locker to wear if they are cold.
9. Chains must be of jewelry weight and design. Kearney Public Schools will allow billfold chains of approximately 6 inches in length or less. The administration has the final decision as to the appropriate style of chains and all wearing apparel.
10. Temporary or permanent hair coloring resulting in abnormal hair colors (blue, green, pink, etc.) is strongly discouraged. Permanent hair dye is acceptable as long as it is a natural hair coloring. Students will be asked to wash out all other hair coloration either at school or at home.
11. The wearing of pants, jeans, or shorts worn in a sagging fashion below the waistline is prohibited. Students will be asked to tie up pants and/or tuck in shirts if pants, jeans, or shorts are lower than approved by the administration. Overalls and suspenders are to be worn in the manner intended, over the shoulders and fastened. Belts must be worn entirely around the waist. Wearing excessively long belts hanging from the waste line is prohibited.
12. The wearing of clothing with holes, slashes or cuts will not be permitted if they depart from cleanliness, neatness, good taste and decency. Cutoffs must be hemmed or cuffed, there cannot be fringe showing. Shorts need to be an appropriate length for the school setting.
13. Common sense and discretion are invaluable when determining what is appropriate or inappropriate. Just because you can buy it at a store does not mean that it is suitable for the school setting. If you question the appropriateness of something, it is probably not appropriate. Please call in advance if you need more information.

Students will be asked to correct inappropriate attire and the administration may provide clothing that is appropriate for the school environment. Clothing that is determined to be inappropriate will be confiscated by the administration and held until a parent picks it up. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation of the dress code policy to the office. Principals will have the final authority in determining the appropriateness of student attire.

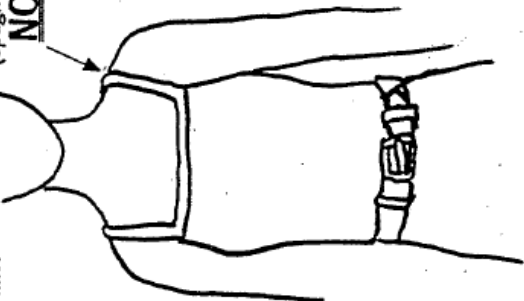
*Styles continue to change and the administration will make changes accordingly and inform students of these changes.

TOP POLICY

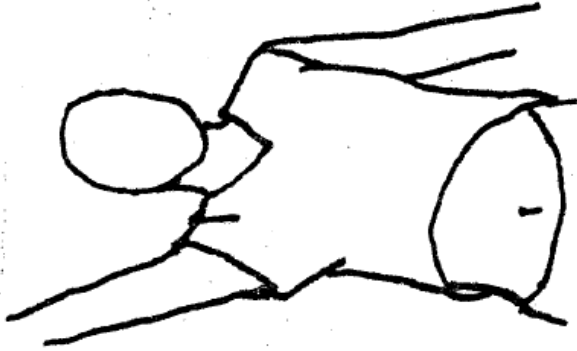
Straps less than 2 inches
or low neck line.



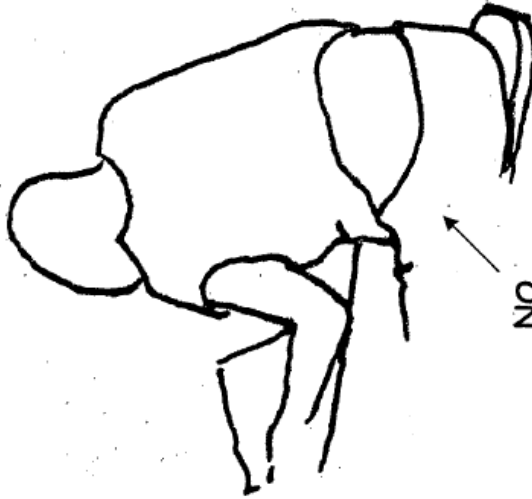
Very thin straps.
(spaghetti)



NO
Stomach showing.



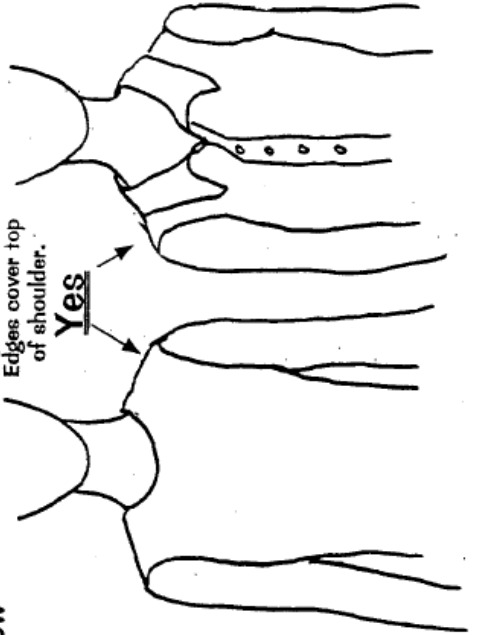
NO
Stomach showing
when arms are lifted.



NO
Back showing
when bent over.

No undergarments are to show

Higher neck.
Edges cover top
of shoulder.



DRUG FREE SCHOOL AND STUDENT POLICY

It shall be the policy of Buffalo County School District No. 7 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and reentry programs within fifty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District. In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs or drug paraphernalia and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

It shall be the policy of Buffalo County School District No. 7, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or drug paraphernalia or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs or drug paraphernalia and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises or at school sponsored activities off school premises, or in a vehicle owned, leased, or contracted by the school, being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or designee.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Being under the influence of alcohol or any illicit drug.
4. Possession or use of any illicit drug or drug paraphernalia
5. Distribution of any illicit drug or drug paraphernalia.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol or tobacco.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

FRISBEE GOLF COURSE AND OUTDOOR BASKETBALL COURTS

Students need to wait until 4:00 p.m. to play frisbee golf or basketball on the Sunrise Middle School campus. Students are asked to go home after school then return after 4:00 p.m. to play frisbee golf or basketball. Safety is the reason the frisbee golf course and basketball courts will not be open until 4:00 p.m. We want students to play after traffic is gone for the day.

GUIDANCE COUNSELORS

Sunrise Middle School employs guidance counselors for the purpose of assisting with the district's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. Sunrise guidance counselors, Ms. Womeldorf and Mrs. Schroer, can help make the most of your middle school years and plan wisely for high school. They are available to help students with the many questions and problems middle school students often face. If you wish to see a counselor, stop by the guidance office and make arrangements for an appointment.

GUM, CANDY, ETC.

Students are not allowed to bring gum or candy into the school building. No gum, candy, mints or other food items can be consumed in the classroom unless it is a special occasion with teacher permission. See section titled SNACKS/BEVERAGES for more information.

HIGH ABILITY LEARNER PROGRAM

The Kearney Public Schools are committed to the philosophy of providing educational opportunities which allow each student to reach his/her potential. The schools provide a variety of challenging programs and services for students who have demonstrated or have the potential for superior academic achievement. Differentiated instruction is the primary model for delivery of High Ability Learner services in the Kearney Public Schools. Information about these programs and services is available to parents through the Curriculum Office at 698-8010.

HISTORY OF SUNRISE MIDDLE SCHOOL

Construction began on Sunrise Middle School in March of 1995 and was completed in September of 1996. The building construction costs were financed as a part of a District Bond issue which passed in 1993. The 127,000 square foot building is located on a 30 acre campus. The first school year of operation was 1996-1997 with an enrollment of 535 students.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill or injured during the school day, that student needs to seek help from an adult. If a student feels ill, that student should ask the teacher for permission to go to the Nurse's office (located in the Guidance Office). Students should never take it upon themselves to go home if they become ill during the day. Students should not take it upon themselves to call parents to pick them up from school. Always go to the Nurse's office first.

INSURANCE

While Kearney Public Schools does provide an opportunity for parents to purchase student accident insurance, the school district does not have insurance to cover expenses for injuries received by the student. The district requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier.

INTERNET USE

Sunrise Middle School believes that access to the Internet is an important educational resource for its students. We also understand while the Internet contains many valuable educational resources, there are also some which are unacceptable and offensive. Student use of equipment, computers, network resources, and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Students are expected to abide by the following rules:

1. Internet use must be related to school assignments
2. Sending or knowingly receiving any materials that are in violation of any law is prohibited
3. Commercial activities are prohibited
4. Accessing material that is obscene, harmful to minors or inappropriate for education is prohibited
5. Use appropriate and polite language; no profanity and nothing abusive
6. Don't reveal your real name, address phone number, or those of others; protect your own privacy that of others
7. Be aware that E-mail and storage of your documents is not guaranteed to be private
8. Security is very important; do not tell your password to anyone else; do not use another person's account
9. Only use electronic mail, chat rooms and other forms of direct electronic communications for the purposes related to education within the context of a Kearney Public Schools related assignment or activity.
10. Permission of a staff member must be obtained before downloading of files or printing documents
11. Vandalism---any malicious attempt to harm or destroy data or hardware---will not be tolerated
12. Spreading of viruses, "hacking" and/or attempting to otherwise compromise any computer or network system's security is prohibited
13. Permission is required before uploading any programs to the system; U.S. Copyright Laws must be obeyed.

Students who knowingly violate the above rules will be dealt with according to the Sunrise Middle School student discipline policies, or any applicable Civil or Criminal Laws. Such violations may result in termination of the student's account/access, suspension, expulsion, or any other appropriate school penalties, or legal prosecution. By using the computers or network system participates agree to hold Kearney Public Schools harmless from any claims or damages arising from such use. Kearney Public School District makes no warranties for the information or the services provided. Students will receive a written agreement to sign and return for Rules of Internet Use. Details and definitions of the full Kearney Public Schools Acceptable Use Policy 5400.10 can be reviewed at any media center in Kearney Public Schools.

LEAVING THE BUILDING

Students who leave during the school day for any reason must be checked out of the office personally by a parent. Students who have a scheduled appointment during the day or need to leave early are required to bring a note from home stating when they need to be excused and give the note to the office secretaries. Students will then be given a pass which they will show to the teacher prior to leaving. They will not be paged as a reminder. As always, students will then sign out in the office before leaving. We ask that parents come into the office to pick up their child. For a student to be released to someone other than a parent or guardian, the office must be notified personally by the parent/guardian.

LOCKERS

Lockers are the property of the school district and are made available to students for storage of books, coats, and other school related items. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Designated officials may, according to law and board policy, have access to and search student lockers, desks, and other such school-owned property when reasonable cause would justify such action. Lockers are not to be used to store any item considered illegal or inappropriate for student use or possession. Such items might include: open cans or bottles of pop, tobacco, alcohol, weapons, pornography, stolen property, white-out, pagers, drugs, inhalants, contraband, or any other property or material that would materially disrupt the school process. Lockers are

assigned by the team. Students are not to trade lockers. Students must keep lockers clean, orderly and free of writing and graffiti. Students must keep locker doors closed and locked at all times. Each student is responsible for damage done to his/her assigned locker. Damage to lockers must be repaired and a reasonable fine will be assessed for such damage. Sunrise Middle School provides padlocks for all students who participate in athletics and P.E. Students who do not return their lock at the end of the year will be assessed the \$5.00 replacement fee. Protect yourself and your property--Lock your locker and keep the combination to yourself.

LOST AND FOUND

The "lost and found" is located in the office. If you have lost an article, report to the "lost and found" to see if someone has turned it in. If you find an article, please turn it in to the "lost and found" as soon as possible. Your name should be placed on all articles of clothing, shoes, calculators, and other easily misplaced items. We suggest that students do not carry a great deal of "pocket money" or expensive valuables to school. Money or valuables can be a temptation to someone who is not greatly concerned about it not belonging to them. We suggest that if at any time a student has large amounts of money (\$10.00 or more) or other valuable items, these items should be checked in to the front office for safe keeping. The school assumes no responsibility for lost items.

MEDIA CENTER

The following guidelines will assist students in understanding the proper use of the media center:

1. The media center is a place where students can find information to use in completing school assignments and personal projects, computers for research, word processing, desktop publishing, and graphics, books and periodicals for pleasure reading, and video equipment to create unique class projects.
2. The media center is for individual and quiet, small group work.
3. Students must have a pass from a teacher to use the Media Center during the school day.
4. All materials must be checked out before they can be taken from the Media Center: reference books may be checked out for one class period during the school day or for overnight at the end of the day; other materials may be checked out for approximately two weeks.
5. Materials that are not returned on time are subject to a \$.10 fine for each day the item is late. Students who lose materials must pay the purchase price of the item plus a replacement fee. Students are expected to pay fines for lost-item costs promptly.
6. Students are expected to take proper care of Media Center materials. Students will be charged for repair or rebinding of damaged items at the discretion of the Media Specialist.
7. Students with an excessive number of overdue items, with items that are overdue for an excessive length of time, or bills that haven't been paid may have their Media Center privileges restricted or revoked.
8. The Media Center staff is available to assist students find information and use materials and equipment. They are entitled to all the courtesies given classroom teachers; they have a busy job, so please cooperate with them fully.
9. Using the Media Center is a privilege. Students who fail to comply with the rules will have that privilege restricted or revoked.

MESSAGES

Emergency messages will be passed on to the students as soon as possible. All other messages will be given to students prior to dismissal. See section titled PAGING OF STUDENTS for more information.

NURSE/HEALTH

Health Records

1. Nebraska law requires that all students entering Kindergarten, 7th grade, or transferring from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within 6 (six) months prior to entry into the system. Prior to enrollment, parent or guardian shall present written verification of a physical examination, or sign a written statement that he/she does not wish their child to have a physical exam.
2. Nebraska law requires all students to be appropriately immunized for DPT, measles, mumps, rubella, polio, hepatitis B, chicken pox and Hib, according to grade level and for students transferring into the district from out of state. Prior to enrollment, parents/guardians shall present written verification of immunizations, signed by a parent or guardian; or if applicable a signed waiver of immunization. Waiver information may be obtained from school. In the event of a verified case of any disease for which a student has not been immunized, he/she will be excluded from school for the duration of the outbreak as directed by Nebraska HHSS. Students not meeting the requirements of this policy shall be excluded from school until such time as they are in compliance.
3. Each student (re)entering our district is required to have a Health History Form completed by parents/guardians.

Health Services

A school nurse is assigned to each school. The nurse's schedule is available at each school. Students in specified grades are screened in the areas of vision, hearing, height, weight, dental, and posture. The nurse can be contacted during the day by calling your child's school. School nurses also assist in the health education curriculum.

Students' Health

Normal good health practices should be used at all times. The school's goal is to keep students in school where they will benefit from their attendance, while not putting other students at risk. Students feeling uncomfortable and unwell, to the extent that the student is unable to accomplish normal activities, should not be in school.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The Nebraska State Health Guidelines will be used:

1. Students with a temperature of 100 degrees or more may not be in school. Students may not return until they have been without a fever (less than 100 degrees) for 24 hours.
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to return to school and be in accordance with State Health Guidelines. Diseases would include:
 - A. Hepatitis A
 - B. Tuberculosis
 - C. Measles
 - D. Mumps
 - E. Rubella
3. Students with chicken pox will be excluded from school for no less than 6 days (day of onset of specific symptoms is counted as day "0", the day after is day "1") after the appearance of the last crop of vesicles, and the student is without fever and vesicles are dry.
4. Students with some communicable/infectious diseases cannot remain in school. Examples of these include:
 - A. Streptococcal infections (strep throat, scarlatina)
 - B. Pinkeye (conjunctivitis)
 - C. ScabiesA minimum of 24 hours exclusion, improved symptoms, and proof of treatment will be required before a student having this type of disease can return to school.
5. Students with some diseases must have a doctor's note stating the disease is not contagious, or evidence of treatment (proof of medication) to re-enter school. Examples of these diseases include:
 - A. Impetigo
 - B. Ringworm
6. Head Lice – Students will be evaluated individually regarding head lice. Students identified as having live head lice will be excluded from school until they receive appropriate treatment. Proof of treatment maybe requested. It is recommended that all nits (eggs) be removed, as the removal of nits provides parents and school personnel with a baseline for re-examination to determine possible reinfestation during the following weeks. When there is no evidence of live lice, but nits only are present, the student will be evaluated to determine contagiousness.
7. Students with an unidentified rash who are without fever (under 100 degrees) and feeling well may stay in school. When a rash is observed, parents must be notified of the rash. Rashes persisting longer than 3 days require proof of medical evaluation. Some rashes may require immediate exclusion and proof of medical evaluation.
8. Students will be sent home if they are vomiting or have diarrhea, regardless of whether or not they are running a temperature. They may not return until the following school day. If a student is ill in the morning with these symptoms, they should not come to school in the afternoon.
9. In the event it becomes known that a student is infected with a chronic infectious disease, not commonly associated with casual transmission, any changes in the education program of student will be handled on a case-by-case basis, relying on the best scientific and medical advice available.
10. School personnel cannot give medication unless there is a signed medication administration form from the parent/guardian. Prescription medication must be labeled by the pharmacy and remain in the original container. Medication must be labeled with a current prescription. Over-the-counter medication can be given with a signed medication administration form from the parent/guardian. Medication must be in the original container and clearly marked with the student's name. Medication administration must follow label instructions unless a physician's order is received. All medication is to be kept in the school office. The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications or other emergency medication, if (a) there is a signed request from the parent/guardian for the student to self-manage, (b) a signed physician authorization for the student to self-manage, (c) a written and signed management plan for the condition has been filed with the school nurse, (d) a "no liability statement" form for parents to sign, and (e) a form to record student-required reports of self-administration or asthma/anaphylaxis. Parents are responsible for transporting medication to and from school. The High School nurse may give analgesic medication with verbal consent from a parent one (1) time. Additional doses will require a signed medication authorization form. Medication administration will follow state law and school procedures.

11. Breathing emergency medications will be available to be given in accordance with district and state policy if necessary. The Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) protocol will be implemented in a school building if there is a breathing emergency while school is in session. One weight appropriate dose of epinephrine via an Epi pen will be administered followed by up to three doses of albuterol via nebulizer. Unlicensed, trained school staff may implement this procedure. The protocol does not replace the student's individual asthma or allergy plan, or replace prescribed medications. If the protocol is used, 911 will be called. The student must then be transported to the emergency room via ambulance. AED's (automatic external defibrillators) are available in all KPS learning centers for use in emergency situations. Each site has staff trained to use the AED. Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year.
12. For a student either to be excused from physical education or readmitted to physical education activity from any injury and/or illness for more than 3 consecutive days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation, must have a written note from their parents/guardians advising the school of the need to remain indoors at noon and recess time. For periods exceeding 3 days, a doctor's statement will be required.
13. Hand washing
Frequent hand washing is an effective method of preventing the spread of communicable diseases.
 1. School personnel should wash hands frequently with soap and water.
 2. Gloves will be available for use when handling blood and bodily fluids. Hands must be washed even though gloves are used.
 3. Soap must be available for students and personnel.
 4. Students will receive instruction and supervision to promote health habits and prevent disease.
Cleaning "spills" of blood or body fluids shall be done with the appropriate solution.
14. Student health information will be kept confidential. Staff who have a need to know specific health information for the safety of the student, will be informed of necessary adaptations. Parents are informed that needs will be shared as information is received. Health action plans should be created by parents with the school nurse.
15. In the event of a medical emergency on a Kearney Public School bus, the driver will:
 - A. Stop the bus
 - B. Call the Transportation Office and direct them to call 911 and the student's parent/s
 - C. Wait with the student for EMS to arrive
 - D. Assist in providing any available information to EMS personnel

Students Health Regulations and Records/Incident Report

In case of an accident which causes injury to a student, the building administrator, and/or his designee with consultation with the school nurse should notify the parent and/or designated responsible person immediately. If the parent and/or designated responsible person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. The school nurse should be notified as soon as possible to assist with care and direction of the injured student(s). The emergency number, 911, must be utilized if a student is unconscious, has severe uncontrolled bleeding, not breathing or having severe respiratory distress, has possible neck or spinal injury or possible compound fracture. Law enforcement may be contacted to help locate parents.

It is the requirement of the Kearney Public School staff to file an Incident Report on incidents which occur involving staff, students, or visitors which may require additional medical treatment follow up or which results in their person's absence from school one-half day or more. All injuries sent to a physician or Emergency Room must have an Incident Report filled out.

PAGING OF STUDENTS

In an effort to reinforce the concept of responsibility and lessen disruptions in the classroom, students will not be paged during class time when items are brought for them during the day or when a message needs to be delivered. (Of course, if a parent calls with an emergency we will contact their child immediately.) If students call their parents during the day to bring items to school which they have forgotten or need, or know something will be dropped off for them, we ask that the student simply check in the office between classes to see if the item has arrived. Again, the student will not be paged because they know the item is coming. The same concept will hold true when parents call the school and leave a message for their child. We have a system in place where written messages are delivered to students during the last period of the day. In addition, we also make announcements at 8:15 a.m. (Again, if a parent calls with a true emergency we will contact their child immediately.)

PARENT INVOLVEMENT

Kearney Public Schools believes that parent involvement is necessary to develop a total learning community for students of all ages. When parents are involved in their children's education, everyone benefits. The district invites parents to take part in PTO's, advisory committees, curriculum committees, and district issue committees. Parents are encouraged to communicate with teachers at parent/teacher conferences and any time parents want to gain or give more information

regarding their children's development. If a parent/guardian wishes to hold a conference with their child's teacher, they should do so before or after school in order that normal classroom instruction will not be disturbed.

Certain rights of parent involvement (policy 1270) are:

1. Parents may review tests, textbooks and other curriculum materials used in the district and express any concerns. The district chain of command process asks that parents first visit with the child's teacher to resolve a concern. If unsatisfied, talk with the building principal. If the concern remains, visit with the appropriate KPS Central Office personnel. It is the district's belief that issues are best resolved at the level of parent/teacher communication.
2. Parents may request (in writing) exemption from curricular activities.
3. Parental visitation is encouraged. Advanced notification is requested to attend classes and other instructional activities.
4. Parents have the right to access their children's records.
5. Parents will be notified of any standardized and/or criterion-referenced testing to be conducted and the dates of testing.
6. Parents will be notified of any district approved surveys to be administered and may request that their children not participate.

CONCERNS REGARDING SCHOOL PERSONNEL

Solutions to problems and improvement in success for students can only occur when accurate information is available to parents, board, administration, and teaching staff. The purpose of a communication procedure is to listen to parent concerns regarding school and staff issues. Issues that cannot be resolved at the teacher level should then be referred to the principal or immediate supervisor of the person whom the complaint addresses. The principal or supervisor should contact the complainant immediately, and arrangements should be made for a meeting between the parent, the proper administrator, and the person whom the complaint addresses. If a resolution cannot be reached through this informal process, the formal complaint procedure established by the school district will be followed. This procedure is outlined in Board of Education policy and regulation (4136), and the forms are available at any school office.

CONCERNS REGARDING INSTRUCTIONAL MATERIALS OR LIBRARY BOOKS

It is recognized that opinions differ concerning appropriateness of instructional materials or media materials. If an individual or group finds instructional materials or media materials used in the schools in conflict with their views, a procedure has been established to provide a system to receive, consider, and act upon written complaints regarding instructional materials or library books used by the school district. This procedure is outlined in Board of Education policy and regulation (1312), and forms are available at any school office.

PERSONAL PROPERTY

Personal property items are the responsibility of the student. Students are encouraged not to bring excessive money or valuables to school. Students need to use their locker and make sure it is locked at all times. This applies to both the coat locker and the locker in P.E. The school is not responsible for personal items and any loss of personal items at school is not covered by school insurance. The following policy addresses several items of students' personal property.

Backpacks

Students are allowed to carry backpacks to and from school; however, they are to remain in the students' locker during the school day. Designated school officials may have access to search student backpacks, clothing, and other such property on reasonable suspicion that the law or school rules are being violated or if the search is reasonable to maintain order or safety.

Bicycles, Scooters, and In-Line Skates

Bicycles, scooters, and skates are encouraged as a means of transportation to and from school, but are not to be used during the school day. All bicycles and scooters are to be parked in the racks provided. Bikes and scooters should be secured with a lock. Students should respect the property of others by riding only their own bicycles and scooters. All bicycle and scooter riders should follow standard traffic safety rules while riding to and from school. Upon entering the school grounds area where students are assembled (sidewalks leading to the entrance doors), bicycles and scooters are to be walked or ridden at a slow speed. Before and after school, riding bicycles, scooters, and skates around the entrance sidewalks leading to the building is prohibited. These items should be ridden for transportation directly off campus. The school assumes no responsibility for bicycles, scooters or skates.

Cell Phones

Students are not allowed to use cell phones inside the Sunrise Middle School building. In the event it is necessary for a student to bring a cell phone to school, the cell phone must be turned off and left in the student's locker. Misuse of a cell phone will result in the confiscation of the cell phone. Misuse includes: using the cell phone inside the building at any time, carrying the cell phone during the school day, having the cell phone out of the locker at any time during the school day and

leaving the cell phone turned on in the locker. Confiscated cell phones will be taken to the office. A parent or guardian will have to pick up the cell phone from the office.

Electronic Devices

Electronic devices include, but are not limited to: portable stereo equipment, radios, CD players, ipods, mp3 players and games. Electronic Devices are not allowed in the Sunrise Middle School building. Students should not bring them to school for any reason. If a student brings an electronic device to school, it will be confiscated and taken to the office. A parent or guardian will have to pick the item up from the principal.

Other Nuisance Items

Items considered a nuisance or distraction such as laser light pens, noise makers, white out, or other items as deemed by the school administration that deter from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian.

Skateboards

Skateboards are not allowed on the Sunrise Middle School campus. Students should not ride skateboards to school or bring them to school for any reason. If a student brings a skateboard to school, it will be confiscated and taken to the office. A parent or guardian will have to pick the skateboard up from the principal.

PLANNERS /WEEKLY ASSIGNMENT BOOKS

A Student Planner has been given to each student at Sunrise Middle School. Assignment sheets need to be filled out completely by each student every day. Students will use their student planner for all hallway passes. Students who lose their planners will be required to purchase another planner at a cost of \$3.00.

POSTERS AND ADVERTISING

Only posters promoting our school activities or those approved through the office may be posted.

PUBLIC DISPLAY OF AFFECTION

The openly public displays of affection such as kissing, holding hands, embracing in a long and sustained manner, patting of body parts, etc., are often offensive to others and are strictly prohibited. Students may face consequences ranging from warnings, to detentions, to suspension depending upon the nature of the situation and the cooperation of the individuals involved. Parent contact will be a part of the consequence.

REGISTERED SEX OFFENDERS

Registered sex offenders will not be permitted for any purpose to come onto school property and will be issued a “stay away” letter by the principal of the school area in which the sex offender resides. A sex offender registrant, who is a parent or guardian of a student in the Kearney Public Schools, shall not be permitted for any purpose to come onto school property without the prior permission of the school principal or designee. If permission is granted, the conditions for admission to school property will be outlined in a memorandum of understanding between the principal and the sex offender. The memorandum, signed by both the principal and the sex offender, will include, at a minimum, the following conditions: a prohibition against volunteering in any capacity, including field trips; a requirement for registering at the front office and stating the purpose of any school visit; a requirement that the school administration be notified in advance, prior to attending any function; and permission to attend conferences with the child’s teacher at a pre-arranged conference time.

RESIDENCY REQUIREMENT

To be a legal resident, a student must permanently reside within the boundaries of the school district with either his or her parent(s) or legal guardian(s), or other person, or is an emancipated individual. Students who are unable to meet this requirement of residency, except as otherwise provided or required by law, shall be denied admittance to school unless they comply with the requirements set forth in the board's policy related to non-resident students or by payment of tuition.

Except as otherwise provided by law, the administration shall, when there is a question about whether a student meets the requirements, require an affidavit (Application for Admission and Power of Attorney) of the student's parent(s) or legal guardian(s) or a person who has physical control of the student and who are responsible for the student's supervision and support, attesting that they reside within the district, the student resides with them permanently, and they provide for the support of the student. Failure on the part of the student's parent(s) or legal guardian(s) or other person to provide the administration with such evidence shall be deemed as evidence of non-residency and the student in question shall immediately be denied admittance to the school until proof of residency is provided the administration.

In cases of denial of admission, applicants shall be informed of appeal procedures. The Board of Education may waive this requirement for a period of time not to exceed one calendar year, provided the parent(s) or legal guardian(s) or other person(s) present other reasons for the board to waive the requirements of this policy.

SMOKE-FREE ENVIRONMENT

Kearney Public School District declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

SNACKS/BEVERAGES

Students are not allowed to bring gum or candy into the school building. Students are also not allowed to bring non-resealable containers into the school building (open pop cans or cups). Items such as potato chips and other packaged goods are restricted to consumption during the lunch period and in the lunch room. All items sold in the cafeteria must be consumed in the cafeteria. No pop, candy, mints or other food items can be consumed in the classroom unless it is a special occasion with teacher permission.

SPECIAL EDUCATION

Special Education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. Disabling conditions may include hearing impaired, visually handicapped, mentally disabled (mild, moderate, and severe/profound), behaviorally disordered, specific learning disabled, orthopedically impaired, other health impaired, autistic, and speech/language impaired. Identified children are served from birth to age 21 at no cost to resident parents. Program models available include: consultative services, support services (physical and occupational therapy, speech pathology, resource services, vision and hearing consultant, counseling, adaptive physical education, and psychological services); Special Education classrooms; and contracted services. Parents may initiate referrals by contacting the student's teacher, the building principal, or the Special Education Director. Classroom teachers and building principals may also begin the referral process, after notifying the parent. All new referrals go first to the Student Assistance Team (SAT), which is a problem-solving team designed to look at the student's strengths and weaknesses and strategize a plan to enhance the student's performance. When further diagnostic testing is determined to be necessary, the SAT refers to the Multidisciplinary Team (MDT). This team is responsible for completing the assessment and determining eligibility for special education services. The parent is a member of both the SAT and MDT. Once the child is deemed eligible for special education, a team of regular and special educators, together with the parent, develop an Individualized Educational Plan (IEP) that details areas of strength, educational needs, and educational goals of the child.

Inclusion - In keeping with the State and Federal guidelines for serving special needs students in the least restrictive environment, Kearney Public Schools will integrate students to the extent instructionally appropriate. The integration of special needs students takes place with instructional support from regular and special educators while weighing the components of continuing to provide quality services to regular education students. It is the intent of Kearney Public Schools that special education personnel will be allocated to support special needs students in the regular education classroom. The Special Education Office is located on the second floor of the Whittier Building, 320 West 24th Street.

STAFF QUALIFICATIONS

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

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

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. Finally, Kearney Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

STUDENTS WITH DISABLING CONDITIONS

Section 504 of the Rehabilitation Act of 1973 provides parents of students with disabling conditions the right to be fully informed concerning educational decisions about their child that include such things as: participation in programs, services, evaluations, and placement. This section also includes information on local grievance procedures and due process hearings. For more information, contact Connie Larsen in the Student Services Office.

STUDENT RECORDS - access and release

A cumulative record shall be maintained for each student from entrance into school through the twelfth grade. Such records pertaining to the individual student may be used only for the benefit, promotion, or welfare of the student. Any natural or adoptive parent has all rights of a parent, unless his/her rights are altered by the courts. Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years. A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. The Kearney Public Schools will not arbitrarily alter these rights. The custodial parent should receive routine information about his/her student including notification of conferences. The non-custodial parent need not receive this information on a routine basis; however, if the non-custodial parent requests this information, and his/her right to it has not been denied by the courts, it should be provided.

In accordance with the Family Educational Rights & Privacy Act, Kearney Public Schools is required to inform parents/legal guardians that standard, directory information in regard to your child can be published unless you wish to restrict information. Examples of publications include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, web sites, award listings, and birthday-valentine lists. In addition, the press often covers special school events for the newspaper, television or web sites. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications. A copy of the complete FERPA regulations is included in this handbook.

Directory information includes: student's name, address, telephone number, electronic mail address, birthplace and date of birth, major field of study, grade level, participation of officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, most recent educational agency or institutions attended, and photograph. All other non-directory information shall remain confidential. If you do not wish to have your child's information released, you may sign an exclusion form and return it to your child's school. This form will be placed in the student's file and be in effect for the duration of your child's attendance at Kearney Public Schools. It will be the responsibility of the parent to contact the school building to obtain an exclusion form if they choose to change their preferences.

School officials may have access to only those education records in which they have a legitimate educational interest (LEI), unless the parent has given written and dated consent for the access. A school official has a legitimate educational interest (LEI), 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 for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member; a Board of Education member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or 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.

To the extent permitted by law, 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 (LEI); which means records needed to effectively provide the function or service for which they are responsible.

Amendment of Student Records

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of post-secondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing. If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Kearney Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Kearney Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Kearney Public Schools will comply with any such request.

TELEPHONE USAGE

A phone has been provided for students needing to make out-going calls after school. The student phone is located in the hallway across from the office. Students may use the phone after school on an as needed basis. The phone is not to be used during school hours (8:15 a.m. to 3:15 p.m.). Students needing to make calls during school hours must call from a phone in the team area or office area. The student phone across from the office is provided free of charge for students.

VISITORS: STUDENT/ADULT

All visitors are asked to report to the office when they arrive in the building. Parents are welcome at Sunrise any time they desire to visit. It is advisable that conferences with teachers be scheduled in advance. It is not recommended that current students bring visitors (other than parents, guardians, or grandparents) to school with them during the school day as this detracts from the learning environment and can cause students to lose focus.

The request for a student visitor must be approved by the administration. Student visitors must be of middle school age. Middle school-aged children who wish to visit our school, must be accompanied by an adult. Middle school-aged children accompanied by an adult may visit for a maximum of one class period. All rules and regulations that apply to the host student apply also to the visitor. If a problem arises, the visitor will be asked to leave and appropriate action will be taken. Former Sunrise students will not be allowed to visit during the school day. The administration will have the discretion to deny any visitation or visitor.

VOLUNTEER TRANSFER REQUESTS

Parents may request transfer between Kearney Public Middle Schools (Sunrise and Horizon) if space is available as defined in district transfer guidelines. A written transfer request form must be completed. District transfer guidelines will be enforced in the consideration and granting of student transfer requests. Voluntary transfers between the two Kearney Public Middle Schools will be permitted under the following guidelines:

1. Parents must submit a written request for voluntary transfer. Forms are available at the district Central Office and from each Middle School office. Parents may request a voluntary transfer at any time, but voluntary transfers will be granted only twice a year; at the start of the school year and at the start of the second semester.
2. Transfers will be accepted based on a reasonable balance of student caseloads between the two middle schools.
3. Parents will receive confirmation, in a letter from Central Office when voluntary transfers have been approved or denied.
4. Siblings will not be automatically transferred in cases where a student has been voluntarily transferred.
5. Voluntary transfer requests made after March 20th of the school year will be denied for same school year except when the request is made for the purpose of change in residence.
6. Voluntary transfers submitted from March 20th through summer will be reviewed during the summer and approved when district enrollment numbers are available. Approval will be based on available space in the requested school.
7. Students may only be granted one voluntary transfer during the three year middle school period.
8. Disruptive students: Students who demonstrate continual and extreme disruptive behaviors and a lack of adjustment to their 'transfer school' may be asked to return to their neighborhood school site. Such recommendations must have approval from the Associate Superintendent and/or the Director of Special Education.
9. When a student has been granted a voluntary transfer request in 6th or 7th grade, his/her status in the receiving school will be considered permanent for grades 7 and 8. No further transfer application is necessary.
10. Special education students' placement may receive special consideration based on student IEP and the capacity of the site to address student needs.

WITHDRAWAL FROM SCHOOL

For a student to withdraw from school during the school term, Sunrise must receive a communication from either parent or guardian requesting that a transfer be given stating the reason for withdrawal and the destination of the student. A withdrawal sheet will be given to the student to take to each teacher for proper clearance. Parents may come to school and make the withdrawal at any time.

EXTRA-CURRICULAR ACTIVITIES POLICY

Sunrise Middle School extra-curricular activities include interscholastic athletic practices and competitions, concerts, performances, and all other school sponsored activities and events. Sunrise students participating in extra-curricular activities are considered ambassadors for both the school and the community. Only the highest standards of conduct and appearance will be allowed. Misbehavior by students (participants and spectators) at all extra-curricular activities will be handled in accordance with regular school policy.

GUIDELINES FOR PARTICIPATION IN NON-ATHLETIC EXTRA-CURRICULAR ACTIVITIES

This includes concerts, performances, and all other school sponsored activities and events.

1. Any student who is absent from school, except for a medical or dental appointment, a funeral, or other circumstances approved by the administration, will not be permitted to attend or participate in any extra-curricular activity scheduled for that particular day.
2. In order for a student to participate in a scheduled extra-curricular activity, the student must be in attendance by 12:00 p.m. on the day of the event.
3. Any student placed on in-school or out-of-school suspension will not be permitted to attend or participate in any extra-curricular activity scheduled for that particular day.

GUIDELINES FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETIC EXTRA-CURRICULAR ACTIVITIES

This includes interscholastic athletic practices and competitions. Sunrise 8th grade students may participate in interscholastic football, volleyball, basketball, wrestling and track. Sunrise 7th grade students may participate in interscholastic wrestling. Interscholastic athletic extra-curricular activities at Sunrise emphasize participation, development of athletic skills, knowledge of fundamentals and promotion of good sportsmanship. Sunrise Middle School is a member of the Great Plains Middle School Athletic Conference along with the following schools: Horizon Middle School of Kearney; Barr, Walnut and Westridge Middle Schools of Grand Island; Columbus Middle School; and Hastings Middle School.

1. Any student who is absent from school, except for a medical or dental appointment, a funeral, or other circumstances approved by the administration, will not be permitted to attend or participate in any extra-curricular activity scheduled for that particular day.
2. In order for a student to participate in a scheduled extra-curricular activity, the student must be in attendance by 12:00 p.m. on the day of the event.
3. Any student placed on in-school or out-of-school suspension will not be permitted to attend or participate in any extra-curricular activity scheduled for that particular day.
4. Any student planning to participate in interscholastic athletics must have a physical examination by a physician and a signed parent permission card.
5. All academic work will take precedence over practices.
6. Any student who is late to practice because he or she was working with a teacher after school needs to bring a note from that teacher explaining the reason for being late to practice.
7. Any student with a pattern of being late to practice or absent from practice may have a reduction in playing time during competitions.
8. Any student with a parent or doctor's note excusing him or her from P.E. on a particular day will not be able to participate in the practice or game scheduled for that day.
9. Any student participating in interscholastic athletic extra-curricular activities is expected to maintain the highest academic standards. If a student is not meeting these standards, coaches and/or administration may exempt that student from the activity until those standards are met.
10. Any student participating in interscholastic athletic extra-curricular activities will also be bound by the Code of Conduct Policy as outlined in the Kearney Public Schools Extra-Curricular Policy. A separate document will be given to each student which includes a parent consent form that must be signed and returned before a student may participate.
11. A student will be assigned a one game suspension for each of the following consequences received during the athletic season in which he or she is participating: two fix-it plans, two office assigned detentions, an in-school suspension, or an out of school suspension.
12. The coaches and/or administration have the final decision in regards to the above guidelines when determining what's appropriate for each student and team.

Player Signature

Parent/Guardian Signature

STUDENT FEE POLICY

Student Fees

The Board of Education of Kearney Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free 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 policies and guidelines. This policy is subject to further interpretation or guidance by administrative guidelines or board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Legal References: Laws 2002, LB1172 (The Public Elementary and Secondary Student Fee Authorization Act)
Nebraska Constitution, Article VII, section 1
Neb. Rev. Stat. 79-241,79-605, and 79-611 (transportation)
Neb. Rev. Stat. 79-2,104 (student files or records)
Neb. Rev. Stat. 79-715 (eye-protective devices)
Neb. Rev. Stat. 79-737 (liability of students for damages to school books)
Neb. Rev. Stat. 79-1104 (before-and-after-school or prekindergarten services)
Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Policy Re-adopted:

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA

1. Guidelines for non-specialized attire required for specific courses and activities and costs of field trips associated with the curriculum - 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, and 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. The district will provide for costs of students and staff to attend specific events, activities, and/or attractions associated with curricular field trips with the exception of minor consumables such as meals.

2. Personal or consumable items and miscellaneous -

a. Extra-curricular Activities:

Students have the responsibility to furnish any personal or consumable items for participation in extra-curricular activities.

i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of 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, 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 policy.
- 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 student.
 - 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 course 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.
 - v. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extra-curricular Activities-Specialized equipment or attire/class dues/conference expenses - Extra-curricular 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 extra-curricular 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 team, 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 the 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 extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. Costs to students can be waived through the District's fee waiver policy (Section 11).

Students have the responsibility to pay for dues to belong to any extra-curricular club or organization and to pay for attendance at any of their related activities.

Fees to attend conferences and/or conventions of these organizations where participation is voluntary, will be the responsibility of the student.

For musical extra-curricular 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. Extra-curricular Activities – Fees for participation - Any fees for participation in extra-curricular activities are further specified in Appendix "1". Admission fees are charged for extra-curricular 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 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. Copies of student files or records – The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students

from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. 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.

9. Participation in summer school, night school or P.A.W.S. intersessions – Students are responsible for fees required for participation in summer school, night school or intersession. Students are also responsible for correspondence courses. Students who have failed to obtain credit for curricular classes they have taken during the normal school hours will be required to pay tuition costs for the class.

10. Breakfast, snack and lunch programs – Students shall be responsible for items which students purchase from the District's breakfast, snack, 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 extra-curricular activities.

11. 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 shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extra-curricular activities, and (2) use of a musical instrument in optional music courses that are not extra-curricular 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 the materials.

12. 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.

13. 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 extra-curricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 14th day of July, 2003, the School Board held a public hearing at a meeting of the School Board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2002-2003 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the School Board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References: Laws 2002, LB1172 (The Public Elementary and Secondary Student Fee Authorization Act)
 Nebraska Constitution, Article VII, section 1
 Neb. Rev. Stat. 79-241,79-605, and 79-611 (transportation)
 Neb. Rev. Stat. 79-2,104 (student files or records)
 Neb. Rev. Stat. 79-715 (eye-protective devices)
 Neb. Rev. Stat. 79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. 79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Rule approved: 2/12/90
 revised: 7/14/03

KEARNEY PUBLIC SCHOOLS
Kearney, Nebraska

Kearney Public Schools

Student Fee Schedule

2008-2009

Horizon & Sunrise Middle Schools –

1. Students are responsible for paying tuition for summer school, night school, intersession classes or workshops ranging from \$5.00 to \$100.00 or greater depending on the length of the class and the costs associated with providing the class.
2. Field trips: Students will be asked to provide or pay for the meals that accompany a curricular or extra-curricular field trip.
3. Students are permitted to and may be encouraged to supply materials for course projects. The district will provide materials for standard course projects. Upon completion of the project the standard course projects may be purchased by the student at cost. If a student chooses to and has received approval from the teacher to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of materials for the project. Costs will vary from \$1 to \$50 depending on the type of project in the following courses; Art, Family Consumer Science, Industrial Technology and Explore.
4. Students will be asked to furnish minor personal or consumable items and will be encouraged, but not required, to bring items from class supply lists which will be distributed at the building.
5. Students are to provide appropriate attire for Physical Education classes; tennis shoes, socks, running shorts and T-shirts.
6. Calculator Deposit: Students may be asked to pay a refundable damage deposit fee of \$5.00 to \$100.00 for the use of calculators that are taken home. Students are encouraged, but not required, to purchase such equipment for their personal use.

Extra Curricular & Other Programs

7. Instrument Rental-band & orchestra: Students are responsible for renting or purchasing and maintaining orchestra/band instruments or attire for participation in optional orchestra/band courses. The district is not required to provide for the use of a particular type of instrument for a student. Rental fees range from \$10 - \$75/year depending on the instrument.
8. Activity Tickets: May be purchased by students for \$20.00. Spectator fees for admission to events are \$5.00 per event maximum. District and Conference events hosted by the school will have the admission fee determined by NSAA.
9. All Sports: All shoes, some practice attire, and uniforms that are kept by the student are provided by the student. Students are required to clean school uniforms. All students are asked to provide their own personal articles of clothing which includes shoes, personal undergarments, gym shorts, T-shirts, socks, and/or mouth pieces. Such items may be used in either practice or game situations. Specific material required:

<u>Activity</u>	<u>Attire Description</u>
Football	Shoes, socks, undergarments, gym shorts, T-shirts, mouth pieces, personal protective padding not associated with uniform
Basketball (Boys & Girls)	Shoes, socks, undergarments, gym shorts, T-shirts, personal protective padding not associated with uniform
Wrestling	Shoes, socks, undergarments, gym shorts, T-shirts, personal protective padding not associated with uniform
Volleyball (Girls)	Shoes, socks, knee pads, undergarments, gym shorts, T-shirts, personal protective padding not associated with uniform
Track (Boys & Girls)	Shoes, socks, undergarments, gym shorts, T-shirts, personal protective padding not associated with uniform

10. Padlock Deposit: Students are responsible for a deposit of \$5.00 for locker padlocks. The fee will be returned at the end of the year when the padlocks are returned.
11. Charges for use of school copiers will be assessed at a rate of \$.05 cents to \$.10 cents per page except for one copy of the student file, which will be provided at no charge.
12. School Meals – Breakfast, \$1.35; Lunch, \$2.10. Prices are based on one meal per day and may vary depending on the number of meals or items purchased by the student.
13. The cost will vary for NSAA required athletic physicals and is payable directly to the student’s physician or clinic.

Fee Waiver Information

Students who qualify to receive free or reduced price meals under the U.S. Department of Agriculture Child Nutrition Program guidelines may be granted a fee waiver. Waivers are not automatically provided. Parents must apply to receive a fee waiver for each activity separately. Fee waiver applications may be obtained from the Building Principal.

Kearney Public Schools Fee Waiver Application

Date

I hereby apply for a fee waiver for _____
Student's Name
for the following: _____
Description

I understand that to qualify for the waiver my child must be eligible under the federally established guidelines for free or reduced meals. I hereby authorize the Bearcat Diner School Food Service Officer to release information regarding my child's free or reduced lunch status in order to confirm his/her qualification to receive the fee waiver requested above.

Parent/Guardian Name

Parent/Guardian Signature

Parent Phone

Bearcat Diner Status Confirmation

Student's Name

_____ Qualifies for free or reduced meals

_____ Does not qualify for free or reduced meals

Confirmation received from Bearcat Diner Office on _____
Date

_____ **Waiver Approved**

_____ **Waiver Denied**

_____ **\$ Amount Waived**

Principal's Signature

Date

Kearney Public Schools
Family Educational Rights & Privacy Act (1974)

According to the Family Educational Rights & Privacy Act, Kearney Public School District is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. **Examples of publication include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, web sites, award listings, and birthday/valentine lists.** In addition, the press often covers special school events for the newspaper, television or web sites. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications.

If you do not wish to have your child's information released, you may check and sign the exclusion form below and return it to the school your child attends. This form will be placed in the student's file and be in effect for the duration of your child's attendance at Kearney Public School. It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked below. Thanks for your partnership in your child's education.

It is important to note that KPS makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. **If this form is not returned, your student will be placed in the NO RESTRICTIONS category.**

~Carol S. Renner, Associate Superintendent

- NO RESTRICTION: I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.**
- RESTRICTIONS: I hereby direct the school district NOT TO RELEASE the following directory information concerning my child:**

Student Name/Home Address/Telephone Number/Birth date

Restrictions will *exclude* your child from class lists, music or sports programs, newsletters, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc...

Student Photo or Video Release

Restrictions will *exclude* your child from television, newsletter, newspaper or web site coverage of school events, field trips and classroom activities. **(Does not include yearbook or photo ID)**

Student Work Display

Restrictions will *exclude* your child's school work or art from being posted on the web or published in the paper or on television, at the Museum of Nebraska Art, Hilltop Mall, KPS school displays at public buildings.

Connect Ed Phone Calls

Restrictions will *exclude* your child from receiving phone calls notifying you of late starts or early dismissals due to weather. You will also be excluded from phone calls regarding school activities and lunch balances.

Child's Name _____	<input type="checkbox"/> No Restrictions
School _____ Grade _____	<input type="checkbox"/> Restrictions



Parent/Guardian Signature

Date

Insert

NOTIFICATION OF RIGHTS UNDER FERPA..... 50

Insert

NOTIFICATION OF RIGHTS UNDER PPRA 52