The St. Paul Jr.-Sr., High School Handbook has been carefully prepared to provide important information for all students concerning policies, procedures, responsibilities, academic requirements, and privileges. Every student is responsible for the information contained within this handbook. The contents of this handbook were designed to prepare and reinforce social and academic expectations that will be placed upon you as you enter college and/or the workforce. We encourage you to take full advantage of the academic and co-curricular opportunities the school has to offer. The quality of education you receive at St. Paul High School will be directly proportional to the time and effort you put into it.

Have an outstanding year!

Jen Hagen, Principal

Regular Class Period Schedule – JH & High School

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Lunch</th>
<th>Period 6</th>
<th>Period 7</th>
<th>Period 8</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JH Lunch</th>
<th>JH 5th</th>
<th>JH Lunch</th>
</tr>
</thead>
</table>

2:00 Dismissal Class Period Schedule – JH & High School

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 3B</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 4</th>
<th>Period 6</th>
<th>Period 7</th>
<th>Period 8</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JH Lunch</th>
<th>JH Lunch</th>
<th>JH Lunch</th>
</tr>
</thead>
</table>

1:30 Dismissal Class Period Schedule – JH & High School

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
<th>HS Lunch</th>
<th>Period 8</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JH Lunch</th>
<th>JH Lunch</th>
<th>JH Lunch</th>
</tr>
</thead>
</table>

1
GRADUATION REQUIREMENTS

A minimum of 250 semester hours in grades 9 through 12 is required for graduation. In the 250 hour requirement, a student must have acquired the following required academic credits:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Credits Req.</th>
<th>Eng</th>
<th>Math</th>
<th>Sci</th>
<th>Social Studies</th>
<th>PE</th>
<th>Com Ser</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/15</td>
<td>250</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>35</td>
<td>10</td>
<td>40</td>
</tr>
</tbody>
</table>

The additional 105 hours of credit may be earned by taking any of the elective courses offered. Students who have not met the minimum of 250 semester hours, have not completed the required courses, or have not completed their community service requirement will **not** receive a diploma and will **not** be allowed to participate in graduation exercises.

CLASS MEMBERSHIP

Class membership will be based upon the number of credits earned. Freshmen - all who are entering high school for the first time (completion of Grade 8); Sophomore - 65 credits; Junior - 130 credits; Senior - 195 credits.

GRADING SYSTEM

Grades are an evaluation of what you have learned. They become part of each student's permanent record, which is kept by the school. It should be noted that teachers do not "give" grades; students earn the grades which they receive. Colleges, vocational schools, potential employers, and the military services are all interested in your high school grades. Grades, percentage equivalents, and grade points are shown on the following table. All incompletes must be made up and a grade assigned within two weeks following the end of the nine-week grading period, or an automatic "F" will be given. In extreme cases, however, an extension of time may be authorized by the administration.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Superior</td>
<td>100-93%</td>
<td>4.0</td>
</tr>
<tr>
<td>B - Excellent/Above Average</td>
<td>92-86%</td>
<td>3.0</td>
</tr>
<tr>
<td>C - Average</td>
<td>85-78%</td>
<td>2.0</td>
</tr>
<tr>
<td>D - Below Average</td>
<td>77-70%</td>
<td>1.0</td>
</tr>
<tr>
<td>F - Failing</td>
<td>69-0%</td>
<td>0.0</td>
</tr>
<tr>
<td>I - Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CREDIT DEFICIENCIES

Credit deficiencies for graduation requirements may be made up in either of the following ways: 1) re-enroll and pass the necessary course(s) the following year, 2) enroll in the Odysseyware Program, or 3) arrange, through the Principal and Counselor, to enroll in the class through an Independent Study High School program. If this third option is chosen, the student will be responsible for all
expenses involved in the course. A transcript from the institution showing successful completion of the course(s) must be filed with the Principal prior to graduation to meet the graduation requirements of St. Paul High School.

ACADEMIC RECOGNITION
Grade Weighting: In an attempt to recognize those courses that are most academically challenging, grades for certain classes will be weighted. The criteria for choosing courses to be weighted is: The course should
1) be highly academic in nature;
2) require considerable daily preparation time outside of class;
3) require a high degree of intellectual growth. The weighted classes include: Calculus 1; Calculus 2; Chemistry; College Algebra; College Statistics; Composition; Composition 101; Composition 102; Human Anatomy & Physiology; Organic Chemistry; Physics; Psychology; Trig.
Grade weighting will in no way affect the number of credits received for classes. It is not intended, in any way, to diminish the value, importance, or prestige of nonweighted classes. It merely recognizes that certain courses require, or should require, significantly greater preparation and performance to achieve academic excellence.

Class Rank: Courses on this list receive 103% credit when figuring CLASS RANK. When students take courses that are not weighted (i.e. American History, Biology, or Home Economics), their class rank will be figured on the grade that is earned in the course. Grades for Teacher /Office Aide, Work Release, Labs and Mentor are not included in computation of class rank. The end of the 7th semester will be considered the final class rank computation for senior graduation honors. All independent study classes and/or all classes required for graduation must be completed by Friday preceding graduation.

Honor Graduate Designation: Honor graduates will be senior students who have achieved 93% (A) or above accumulative weighted grade average in all classes (excluding the classes listed below in the Honor Roll section) for four years of high school. National Honor Society Requirements: Students must be a sophomore, junior, or senior with a 93% or above average. They must function as a leader or participant in school activities with a minimum involvement of two activities required. They must demonstrate a willingness to work for both school and community improvement. They must have had positive recommendations from the faculty.

HONOR ROLL
The purpose of the Honor Roll is to give recognition and honor to those students who excel in the classroom. Nine Week Honor Rolls will be released by the school. The Honor Roll will be calculated using the grades earned in term instructional classes, with the following exceptions: Work Release, Mentor, Labs, Teacher/Office Aide, and Junior High Rotation Classes. Students who earn all A's will be on the "A" Honor Roll. Students not qualifying for the "A" Honor Roll will qualify for the "B" Honor Roll provided they have an 86% average (with no D's or F's). The 86% average will be figured on the percentage grade
received in each qualifying class. An incomplete grade in any course will exclude a student from being included on the Honor Roll.

**PROMOTION, RETENTION, ACCELERATION**

Because St. Paul Junior-Senior High School is dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Students will normally progress annually from grade to grade, with Junior High requirements being the passing of 3 of the following 5 classes; English, Math, Science, Social Studies and Reading. Exceptions may be made when, in the collective judgment of parents and the professional staff, such exceptions are in the best educational interest of the students involved. These exceptions will only be made after prior notification, explanation, and discussion with the students and their parents in accordance with the procedures established.

**REGISTRATION**

Before dismissal from school each spring, all students will register for subjects for the coming year. This selection must be approved by the Principal or the Counselor. Seniors must register for a minimum of six solid (6-hour) classes. Juniors, sophomores, and freshmen must register for a minimum of seven solid classes. A packet of course descriptions will be given to each student during registration for the following year's classes. This packet includes graduation requirements, programs of study, and a description of each of the classes offered at St. Paul.

**STUDENT SCHEDULES AND CHANGES**

Scheduling and assignment of students to classes and teachers is made under the direction of the Principal and Counselor. Schedule changes must be completed BEFORE the end of the 7th school day of the first semester and before the end of the 5th school day of the second semester. Changes are ONLY for the following academic reasons:

- Error in course placement; Incomplete schedule; Change in anticipated goals.

All changes require administrative approval. Student initiated schedule change request must be submitted in writing from the student and their parent or guardian.

**DROPPING A COURSE**

After the first seven (7) days of the semester, St. Paul’s Policy states, “a student may not drop a class unless there are extenuating circumstances and the dropped class cannot create a hole in the student’s schedule.” This will normally only occur in disciplines like Math or English where there are different levels of difficulty (i.e. Algebra I, Algebra 1B). No courses can be added after the 7th day of school the first semester or the 5th school day the second semester, aside from the interdisciplinary exchanges. Parent/Guardian signature is required to process a schedule change. Any student who drops a class after the seventh day of first
semester or the 5th day of the second semester will receive a failing grade in the course for that semester.

**STUDENT TARDIES**

Students are considered tardy if they are not in the classroom when the tardy bell rings. Students who are tardy when arriving at school for the first time during the day are to go to the Principal's office to receive tardy slips for admission to class. The tardy will be designated as excused or unexcused. If a student is tardy coming from another class, he/she should bring an excused tardy pass from the previous teacher. Students who do not have such a pass should be considered unexcused. When dealing with unexcused tardies, the following procedure will be followed: 1. On the 4th unexcused tardy/class/semester, the student will be issued tardy detention. Each unexcused tardy after four will result in the student being assigned an additional tardy detention. Students assigned tardy detention will report to an assigned area/classroom from 7:45 to 8:15 a.m. 2. Students will report to tardy detention the following morning upon notification of their 4th tardy and succeeding unexcused tardies, with the following exceptions: a. Students riding the bus will have one day to make arrangements with their parents; or contact the Principal for an alternate arrangement. 3. Students late in reporting for tardy detention will serve an equal amount of extra time. 4. Students not reporting for tardy detention as assigned will have the amount of detention time doubled. Students who fail to report for the doubled amount of detention time will serve in-school suspension for one day.

**Junior High Tardies:** Students receiving a tardy detention will serve it during their 30 minute lunch break.

**ATTENDANCE, ABSENCES, AND EXCUSES**

Any student has accumulated a total of five excused and/or unexcused absences or the hourly equivalent of five absences, the school shall render all services in its power to compel the student’s attendance. If the student is absent more than twenty days per year, or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides. In cases where excessive absences are documented by a doctor’s note, the attendance officer will advise the county attorney not to file a complaint with the County Judge. In cases where student’s will be absent for medical appointments throughout the year, it is critical that when students return from the appointment they turn in a doctor’s note to the Principal’s office. All doctor’s notes will be kept on file and given to the county attorney as documentation of exoneration, should the student accrue the twenty day limit.

**Excused Absence:** If a student is absent, for anything other than a school activity, the parents or guardians should phone the Principal’s office to inform the school of the absence. Upon returning to school, the student must bring a written excuse signed by the parent or guardian, even though the parent/guardian have called the school to report the student’s absence.
excuse is to be dated, and should state when and why the student was absent. All excuses must then be presented to the Principal’s office where an admit slip to class will be issued. The admit slip must be shown to the teacher of each class that the student missed, so that make-up work can be assigned. Students will be allowed the same number of days to complete the make-up work as they were absent, with the exception of previously announced exams (See page 4). Work not turned in on time will be graded down one grade per day, up to a limit of three (3) days late. Work not completed by that time will receive a zero. Note: If a student does not bring a written note from home, the absence will be counted as an unexcused absence. Parents or guardians should arrange with school officials for any scheduled absences from any class or classes, or days of school prior to the absence of the student. **Unexcused Absence:** Any absence without a note from a parent/guardian will result in the student not being permitted to make-up work that was missed. Unexcused absences will be reported as such on the mandatory State Truancy Report. **Activity Absence:** It is the student’s responsibility to make up homework ahead of a known activity. Being in an activity/group is a privilege and should not place a burden on the teacher. A note from parent/guardian and/or a make up slip is not needed if you are absent for a school activity. **ABSENCE POLICY** Any student who is absent more than ten (10) times per class per semester is subject to loss of grades and credits for any course(s) in which the absences occurred during that semester and/or summer school. Because co-curricular activities (i.e., music, dramatics, FFA, FCCLA, and athletics) are an important part of the educational program, absences that occur because of participation in these activities will not be counted against the ten absence total. There may be extenuating or unusual circumstances that cause students to be absent for more than ten school days and still allow them to retain credit in their classes. Such things as extended hospitalization, serious illness, or family emergencies may be taken into consideration when reviewing individual cases. If unusual situations arise that will cause a student to be absent from school for an extended period of time, the parents are requested to contact the school as quickly as possible so school work and assignments can be made available to the student. Exceptions will be made for students who have a note from the medical doctor verifying that their absences were due to illness. Doctor's notes must be turned in at the time of the illness. The Principal will make the decision about possible loss of credit based on each individual case. All official records of attendance are kept in the Principal's office. **TRUANCY** Students will be considered truant if they are absent from school without prior permission, and their parents/guardians are unaware of their absence. In truancy cases, the student will not be allowed to makeup work missed. Subsequent cases will be dealt with on an individual basis, but normally the situation could result in suspension.
WORK RELEASE

Senior students may apply for work release time. A work release form must be picked up in the Principal's office, signed by the parents or guardians, signed by the employer, and returned to the office before work release time will be granted. Students on work release are not to be on school grounds during release time. Ineligibility and violations of the work release guidelines will result in the student being placed back in the regular classroom. No grades are given for Work Release.

GUIDANCE SERVICES

A full-time Guidance Counselor is employed by the school to assist students with personal, home, and school problems, to supply information concerning occupations, colleges, technical and commercial schools, and to conduct a testing program designed to aid students with their educational and occupational choices. The guidance office invites representatives from a wide variety of post high school educational institutions to the school. Students are urged to visit these representatives for information. Also, the Counselor keeps well informed of the local job market for those students who wish to enter the world of work upon graduation.

COLLEGE VISITATIONS

Upperclassmen will be permitted to use school time to visit colleges of their choice with Administrator or Counselor approval. Upperclassmen wishing a college visit should bring a note from their parents, make arrangements with the college or university, schedule the visit with the Guidance Counselor, and secure an admit slip to be signed by the student's teachers.

HOMEWORK

Outside class preparation or homework is necessary in addition to in-class study. The amount of homework varies according to the length of the assignments, the student's ability, and his/her method of study. As a rule, however, students enrolled in a full-credit course should expect to do approximately 30 to 40 minutes of homework each day for that course. Daily assignments should be prepared regularly and carefully.

F.I.T. (Failing Isn’t Tolerated)

The purpose of this program is to give students the opportunity to get extra help on an assignment, to redo work, or to complete missing assignments. Students will complete their FIT time from 3:40 p.m. to 4:00 p.m. or over lunch break in the teacher’s classroom that assigned the FIT. Students have the option to serve the FIT after school the day it is given or the following day after school. This option allows time for students to adjust their work schedules or to make alternate transportation arrangements. Students that do not attend their FIT time will be given a double FIT to serve, if they do not serve the double FIT, they will serve 5 days of lunch detention in the Principals office.
EXAMINATIONS

Students missing school the day an announced exam is given will make up the exam the day they return to school, at the teacher's earliest convenience, or when requested to do so. Exceptions may be made for students who have been absent for a prolonged period of time. Teachers will announce major exams at least two (2) days in advance. Final exams may be scheduled at the end of each semester.

DIRECTORY INFORMATION POLICY

Federal regulations require the school to inform parents of the school's intent to comply with Public Law 90-247 concerning the rights of the student’s parent(s) regarding the privacy of student records and parental access to student records.

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

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- Certain personal information “directory information” may be periodically requested. Directory information includes "...the student's name, address, phone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and lists of degrees or awards received." Notice is hereby given that St. Paul Schools considers all of the above directory information and it may be released without prior notice to parents or students. The exception being, that if any parent or eligible student objects to the release of such information by informing the school in writing that such personally identifiable information is not to be designated as directory information for that student, such information about that student will not be released. Any such objection must be sent to the school on or before September 1st, of the current year.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires the St. Paul Public Schools to provide military recruiters and institution of higher education access to secondary students’ names, addresses, and telephone listings. Parents, guardians, and students have the right to request that St. Paul Public Schools do
not provide this information to military recruiters or institutions of higher education. Parents, guardians, and students can request to withhold the student’s names from these listings. Requests must be specific and filed with the school on or before September 1st, of the current year. St. Paul Public Schools will comply with any such request.

REPORTING TO PARENTS

Parents or guardians will be kept informed of their student's progress and accomplishments. In addition to the quarterly report cards and Parent-Teacher Conferences, district personnel will notify parents or guardians via Infinite Campus, in person, by phone, email, or letter, when students are on the down list or are failing in the middle of each quarter. Parent-Teacher Conferences will also be held for all grades. These conferences will be based on records, samples of student's work, and the observations of the pupil's purposes, abilities, and work habits.

FOOD SERVICE

Well-balanced hot lunches are available for those students wishing to eat at school. Courtesy is expected of all students in the lunch line and at the table. All trays, milk cartons, silverware, and paper must be carried to the clean-up window. Students who bring their own lunch are to eat only in the cafeteria. 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 Ave, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6135 (Spanish). USDA is an equal opportunity provider and employer.

NOTE: Due to state regulations, absolutely no food or drink purchased downtown may be consumed in the cafeteria during the lunch period. This means you must not bring cans, cups, or other containers back to school.

SCHOOL CLOSING INFORMATION

In an effort to keep you better informed, we will continue to utilize a notification service which will allow us to send a telephone or email message to you providing important information about school events or emergencies. We will use this service to notify you of school delays or cancellations due to inclement weather, as well as reminders and announcements that may arise during the school year. Enrollment sheets will be made available at each office.

In the event that the schools will be closed due to inclement weather, information will be broadcast on television stations KOLN-KGIN (channels 10 and 11) and NTV (channel 13) as well as on radio stations KRGI (FM 96) and KMMJ (AM 750). In addition to the radio and TV notification of St. Paul Public School closing on snow days or having a late start, we have added notification through our St. Paul Public School’s Web Site. A special notice will be shown when you bring up the site. The address is www.stpaulpublicschools.org
COMMUNICATION WITH THE PUBLIC

In addition to the above notification tool, the school also maintains a school web site www.stpaulpublicschools.org that provides up to date information on activities, announcements, and opportunities (i.e. scholarships). This web site gives you the ability to obtain daily announcements, as well as the ability to view the monthly newsletter. Another communication tool the school uses is Infinite Campus (I.C.). I.C. is a student management system that can provide a current look at a student’s grades and attendance. I. C. also has the ability to send messages to the registered user.

CHURCH NIGHT

Wednesday evening has been set aside for church activities, and no school activity will take place after 6:00 p.m. Exceptions will only be made through school and church officials.

VISITATION OF CLASSES

Parents/guardians are always welcome at school; however, they should first report to the school office. We request that no parental/guardian classroom visits take place during the first four weeks or the last four weeks of school. Children below school age will not be permitted to visit school unless accompanied by a parent.

VISITORS

Any person who comes to talk to or take a student from school must register in the Elementary or High School office. Contact with students will be restricted to the parents of the student, a close friend of the family when an emergency exists, or law enforcement officers. Any person wanting to visit teachers during the school day will only be allowed contact during that teacher’s prep time.

TORNADO & FIRE ALARMS AND DRILLS

Each school is required to maintain fire drills in conformity with the regulations of the Nebraska State Fire Marshal. In the event of a tornado or fire alarm, you are to go quickly and quietly to your assigned exit area. All students, teachers, and staff are to remain in the assigned exit area until an "all-clear" signal is sounded.

LIBRARY

The library exists to help students and faculty by providing every possible media service to augment class assignments and individual learning projects. Students must have a pass from their classroom instructor to work in the library. The library is a place to learn, and students who abuse library privileges may lose them. Please check out all materials before you take them from the library. The loan period is two weeks; however, some materials may be renewed if they have not been requested by someone else. Fines will be charged on any overdue materials, and lost or damaged books or other items must be paid for or replaced.
STUDENT HEALTH SERVICES

The purpose of the health service in the school is to help each student attend school in optimum health and to benefit from the school experience. With this purpose in mind, school personnel assisted by the school nurse, shall work to promote in every student the desire to safeguard his/her own health. However, the student health services are not to take over the responsibility that belongs to the parents. In case of accident or sudden illness, the student will receive first aid and will be taken to the doctor of his/her choice if there is a need, and the parents or guardians will be notified of this action.

PHYSICAL EXAMINATIONS

All students who participate in athletics must have a physical examination by a physician turned in to their coach or the Activity Director before they will be permitted to participate. Physical examination forms are available in the Activity Director's office and the Principal’s office. Also, all students must have a physical before entering the 7th grade. Students transferring into the district from out of state must comply with all physical regulations.

SCHOOL MEDICATION ADMINISTRATION GUIDELINES

It shall be the policy of the St. Paul Public Schools to adhere to the following guidelines regarding the administration of prescription and non-prescription medication to students if it cannot be scheduled around school hours. 1. The school will not provide non-prescription medication for students. 2. Any prescription or non-prescription (over-the-counter) medication sent to school by a parent/guardian should be sent in the original container, along with a note signed by the parent/guardian with complete instructions as to dosage, time, and date. 3. An authorization form must be completed and placed on file in the nurse's office for all students who require a daily, long-term medication during school hours. Long-term shall be defined as medication usage of 14 days or longer. This form is to be renewed annually. 4. The school will maintain a record of the administration of medication to students during school hours which includes the student's name, name of medication with dosage, date, and time of administration. The medication record is initiated via the school nurse or the trained unlicensed employee administering the medication. All medication logs will be filed and retained for a minimum of two years. 5. The physical act of taking/providing/applying a medication to a student shall be by a licensed health care professional or a trained unlicensed employee. Unlicensed employees providing medication under the direction of the School Nurse shall have documentation of competency on file. Assessment of competency shall be renewed every three years as evidenced by written assessment. (See Rule 59) METHODS FOR COMPETENCY ASSESSMENT OF SCHOOL STAFF WHO PROVIDE MEDICATION. TITLE 92, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 59

6. Medication will be stored in a secure, authorized area. Documentation of controlled substances will be maintained.
STUDENT RESPONSIBILITIES AND RIGHTS

You, as a student and as a citizen of the United States, have those rights guaranteed to all citizens by the Constitution and the Bill of Rights. Laws and court decisions have defined some of the citizen rights relative to students in specific areas of school placement, records, and discipline. Students also have the important responsibility not to interfere with another person's exercise of constitutionally protected rights. To define this responsibility further, a student does not have a right to engage in conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of a school. A student's basic responsibility in school is to act in a manner that enhances his/her and other's opportunity to learn.

STUDENT CODE OF CONDUCT

The rules governing student behavior at St. Paul have their roots in the simple code of courteous and considerate behavior toward one another. The goal of the school is to help develop self-discipline and a strong sense of responsibility. The following are standards of conduct which staff members have the right to expect of all students:

A. Respect the authority of all staff members in maintaining good order. Always follow the directions of any staff member. Always give your name when asked. Always report to the office when directed.

B. Attend all assigned classes and study halls unless officially excused.

C. Be properly equipped for class or study hall each day, having paper, pencils, textbooks, and other required materials.

D. The classroom is a learning setting; therefore, no food or drinks are allowed unless approved by the supervisor.

E. Be seated in your classroom or in your learning area when the tardy bell rings.

F. Show respect for the rights and feelings of others. Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or interferes with the rights of other students. All students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with the health, safety or well-being, or the rights of other students, is prohibited. Nothing contained herein is intended to restrict the exercise of constitutional rights of any individual. The preceding is a general standard that will be used as a guide by all students. Not all acts of misconduct can be itemized in this handbook. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including detention, confiscation of material, revocation of privileges, mandatory program assignment, probation, suspension, or expulsion. Suspension and expulsion shall be administered in accordance with the standards established by state law.

1. The use of violence, force, noise, coercion, threat, intimidation, fear, harassment, or similar conduct.

2. The willful causing or attempting to cause damage to private or school property.

3. Stealing or attempting to steal private or school property on any school grounds or while under school sponsorship.

4. Causing or attempting to cause physical injury to any student or to any school employee.

5. Threatening or intimidating a student.
for the purpose of, or with the intent of obtaining money or anything of value from a student. 6. Possessing, handling, or transmitting any object which is ordinarily or generally considered to be a weapon, including tools such as pliers (As per Board Policy 504.11). 7. Engaging in the unlawful selling, using, possessing, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, or controlled substances. 8. Truancy or failure to attend assigned classes or activities. 9. Tardy to school, assigned class(es), or scheduled activities. 10. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority. 11. The use of language which, by school standards, is considered vulgar, obscene, profane, or abusive. 12. The act of "hazing": to initiate or discipline fellow students by forcing them to do ridiculous, humiliating, or painful things. 13. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or Principals of the St. Paul Public Schools. 14. Engaging in any other unlawful activity as determined by the United States or the State of Nebraska.

DETENTION

Junior High Lunch Detentions:
Students receiving a tardy/behavior detention will serve it during their 30 minute lunch break. A teacher may also have a student serve a detention in his or her classroom after school. Parents will be notified by the teacher and/or student when this situation arises to serve detention after school.

Senior High Before School Detention:
Students receiving a tardy/behavior detention will report from 7:45 – 8:15 a.m. to the detention room Monday - Friday. Students will serve detention the following day before school or with the following exceptions: a. Students riding the bus will have one day to make arrangements with their parents; or contact the Principal for an alternate arrangement. This option allows time for students to make alternate transportation arrangements.

STUDENT ATTIRE AND PERSONAL APPEARANCE

Students' personal appearance is basically a concern of students and their parents. However, the administration of the school has the responsibility to help students develop good judgment in matters of dress and appearance, and this development should be a cooperative effort between the school and the home. The following general statements apply to all students:
1. All students are to wear clothing that is neat and clean and does not cause a disruptive influence on the educational environment.
2. Interpretation of the rights of a minority of the student body should not be such that it negatively influences the general image of the student body or that of the school.
3. Appropriate dress for some activities and learning situations is not necessarily appropriate for others. The health and safety of the individual will not be jeopardized in favor of his/her personal preference as to appearance and attire.
4. Printed wording, pictures, or designs on clothing (including hats or caps) which advertises or promotes alcohol or drugs, or which carries any derogatory
connotations, profanity, or sexual innuendo are strictly prohibited.
5. Wearing apparel that contains racial or ethnic slurs or gang affiliations is not allowed (i.e. Big Johnson T-shirts, Co-ed Naked apparel, Lucky Pub & Brewery attire, Rollin' Hard or Homie apparel).
6. Belts which are extra-long with excess hanging loosely are prohibited. All belts are to be tucked in the belt loops and worn around the waist. Wallet chains are also prohibited.
7. Bagging and sagging pants, exposed underwear, off-the-shoulder suspenders or straps or any other apparel interpreted as gang-related is prohibited.
8. Hats, caps, and bandannas are not to be worn in the building between the hours of 8:20 a.m. and 3:35 p.m.
9. No cleated shoes are allowed.
10. Shoes and shirts are essential for proper attire. Mesh shirts with no undergarments, extra loose-fitting tank tops, half shirts, strapless or one shoulder sling tops and dresses, tube tops, spaghetti strap tops, pajama bottoms, pants with holes above the knee are prohibited. The hem of all shorts/skirts must be finger tip length. The final decision related to the appropriateness of attire not specifically outlined in the dress code will be the responsibility of the school administration. Students not meeting these standards will be asked to correct inappropriate attire by going home and returning to school properly dressed. A change of clothing, that is appropriate for the school environment, may be provided by the school administration. Clothing that does not meet standards of this dress code may be held by the administration until a parent conference is held. Violation of the dress code is subject to disciplinary action.

**PUBLIC DISPLAYS OF AFFECTION**

Signs of affection, such as walking with an arm around a girlfriend or boyfriend or in any way engaging in intimate behavior is extremely out of place in school. Students are asked to refrain from such exhibitions at all times.

**DATING VIOLENCE PREVENTION**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school’s learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events. Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term. The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.
BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school’s learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events. Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district’s student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention. This policy shall be reviewed annually. [This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.] Policy 504.20

CARE OF SCHOOL PROPERTY

The citizens of the St. Paul School District have provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the buildings, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

LOCKERS

Students are assigned lockers for the coming year. They are expected to keep these lockers clean and in good condition throughout the year. The school is not responsible for money or other valuables left in lockers. Leave large sums of money or articles of considerable value at home. Students are responsible for securing their lockers. They may put locks on their locker if they wish. Each student is to use only the locker to which he/she is assigned. Lockers, desks, and storage areas, though assigned to students, are school property and may be searched when such inspection is likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. The administration reserves the right to inspect lockers at any time.

TEXTBOOKS

Textbooks are very expensive, and all textbooks issued by the school must have a book cover on them. Covers will be supplied when the book is issued to you. All textbooks are assigned to you by number and should be protected as school property. Books must be returned in good condition when checked in to the teacher. Students will be responsible to pay for lost and/or damaged books.
Write your name, grade, and the present school year inside the cover. Be sure to inform the teacher of any undue damage when you receive your textbook so you will not be charged for it at the end of the school year.

**SCHOOL TELEPHONES**

All school telephones are to be used for business calls only. Students should ask permission before using the phones and then limit their use in consideration of others who might want to make a call. Students must contact the Principal in order to make an emergency long distance call.

**ELECTRONIC DEVICES**

It is generally recognized that electronic devices, that are not supervised by school personnel, can significantly disrupt the learning process; therefore, MP3 Players, personal iPads, iPods, Tablets, laptops, etc. may not be used during school time. Additionally, students may have cell phones at school but may only use them during school lunch hours. The checking, displaying, or manipulation of cell phones is strictly prohibited, (except for lunch time) unless permission has been granted by the administration. Phones should be in the silent mode or turned off. Unauthorized use will result in the phone being confiscated, turned in to the office, and student detention. Further infractions may include additional detentions, the phone being held in the office for an extended period of time, fines, in school suspension, and required parental retrieval or revocation of the privilege to have a phone in the school building.

**SCHOOL ISSUED IPADS**

School issued iPads should be used for appropriate classroom activities. For more detailed information and rules concerning school issued iPads, go to the 0606.06R4 Policies and Procedures for 1:1 Program on the school’s website under the tab titled iPad Information.

**SCHOOL BUS CONDUCT**

School-sponsored transportation is an extension of the classroom, and all school rules and regulations apply. Students are required to conduct themselves in a manner consistent with established standards for classroom behavior. Violations of school rules will result in disciplinary action and possible loss of bus riding privileges.

**STUDENT PARKING**

Students are to park in the parking lot south of the building in properly marked stalls. Do not park in the handicapped parking areas or in assigned staff parking, and do not block any driveways or fire and rescue lanes. Motorcycles are to be parked in the designated area. Vehicles are not to travel more that 10-MPH in the parking lots. Students who refuse to comply with parking regulations and restrictions will be subject to disciplinary action, and vehicles will be towed from school property at the driver's expense.
ALCOHOL, TOBACCO AND ILLEGAL DRUGS

Because they are detrimental to health, these substances are disruptive to the educational process, and they are illegal to minors; the use, consumption, possession, or being under the influence of tobacco, alcohol, drugs, or any controlled substances of any kind in the school is strictly prohibited (As per Board Policy 504.15). Also prohibited are the following items such as e-cigarettes, cigars, vape pens, and containers that look like chewing tobacco, etc. This includes any school-sponsored trips or activities, or at any time when students are under the supervision of the school staff or officials.

SEARCHES, SEIZURES AND ARRESTS

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility. (504.16)

THE USE OF CANINE UNITS

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced (As per Board Policy 504.16.1).

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on school grounds where students park vehicles during or outside school hours. If a dog alerts on a student’s vehicle, the student will be required to unlock the doors, trunk, and any other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district’s student code of conduct and the matter may also be turned over to law enforcement authorities.

If a student is found to possess or control any contraband, whether on the student’s person or in a student’s personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student’s parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

CAMPUS LEAVE POLICY

With the exception of the lunch period(*), students are not allowed to leave the school building during the school day. Anytime that a student must leave
the school grounds, he/she must obtain permission to leave from the Principal's office, by written permission from parents or guardians or by a phone call from them excusing the students. If a student leaves school during the lunch break and does not return in the afternoon, parents should call the school advising school officials that they are aware their child will be absent in the afternoon. If a student becomes ill during the school day, he/she is to report to the school nurse who will determine if he/she is to go home. The nurse will also advise parents that their child is being sent home because of illness. No student will be sent home unless his/her parents have been contacted. Students who leave school without checking with the nurse and/or office will be considered unexcused. An absence received from the nurse will be considered a medical absence.

**LUNCH HOUR** *

A. Students in grades K-12 may go home for lunch under the following provisions:
   1. Permission to go home for lunch will apply only to those students who are within a reasonable walking/bicycle-riding distance from school. Students are not allowed to drive of campus for lunch. Permission will be granted to friends who wish to accompany other students home with written parental consent. 2. Students going home for lunch must have written permission from their parent(s)/guardian. 3. Students who have permission to go home for lunch are to go directly home, eat their lunch, and upon returning to school, report to an assigned area. Students will not be allowed to loiter on private property near or adjacent to school grounds. Students are not permitted to be in the north or south parking lot or in any elementary areas.

B. Students who violate this lunch hour policy will have off-campus lunch privileges revoked for three weeks (fifteen school days). Habitual or continued offenses may result in the loss of privileges for the remainder of the semester.

C. Students are permitted to bring a sack lunch.

**DRIVING POLICY**

A. Students will not be allowed to drive between the hours of 8:20 A.M. and 3:35 P.M. unless granted special permission by the school administration.

B. Violation of this policy will result in the following disciplinary action:
   1. 1st offense - 3-day In-School Suspension
   2. 2nd offense - 3-day Out-of-School Suspension (no credit) and the student must check their keys in to the office. Students violating the Driving Policy will also lose the privilege of leaving campus during lunch for a period of three weeks (15 school days).

**PASS SLIPS**

Students will have an assigned place to be each period of the day. In order to leave this area, they must have a pass from their supervising teacher. They are not to be in the halls or anywhere else inside or outside of the building without a pass.
TEACHER AUTHORITY

Any teacher has the authority and the responsibility (even though he/she may not have the student in class) to warn and/or correct students for misconduct anywhere in the building, on school grounds, or at school-sponsored functions at home or away. Students are expected to show respect for and cooperate with instructors in all situations.

RESTRAINT AND SECLUSION

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year. Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district’s policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion.

1. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student’s body. Physical restraint will be considered to be a reasonable use of force when used in the following circumstances: A. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student; B. as reasonably needed to maintain order or to prevent or break up a fight; C. as reasonably needed for self-defense; D. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present; E. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior; F. as reasonably needed to escort a student safely from one area to another; G. if used as provided for in an IEP, Section 504, or behavior intervention plan; or H. as reasonably needed to prevent imminent destruction to school or another person’s property.

2. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student’s body that restricts freedom of movement or normal access to any portion of the student’s body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student. Mechanical restraint of a student by school personnel is permissible only in the following circumstances: A. when properly used as an assistive technology device included in the student’s IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider; B. when using seat belts or other safety restraints to secure a student during transportation; C. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student; D. as reasonably needed for self-defense; E. as
reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

3. SECLUSION  Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving. Seclusion of a student by school personnel may be used in the following circumstances: A. as reasonably needed to respond to a person in control of a weapon or other dangerous object; B. as reasonably needed to maintain order or prevent or break up a fight; C. as reasonably needed for self-defense; D. as reasonably needed when a student’s behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person’s property; or E. when used as specified in the student’s IEP, Section 504, or behavior intervention plan; and I) the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times; 2) the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student’s IEP, Section 504, or behavior intervention plan; 3) the confining space has been approved for such use by the local school district administration; 4) the space is appropriately lighted, ventilated, and heated or cooled; and 5) the space is free from objects that unreasonably expose the student or others to harm.

4. ISOLATION  Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion. Isolation is permitted as a behavior management technique provided that: A. the isolation space is appropriately lighted, ventilated and heated or cooled; B. the duration of the isolation is reasonable in light of the purpose for the isolation; C. the student is reasonably monitored; and D. the isolation space is free from objects that unreasonably expose the student or others to harm.

5. TIME-OUT  Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

6. NOTICE, REPORTING AND DOCUMENTATION  A. A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include: * Name of the student * Name of the staff member(s) administering the physical restraint or seclusion; * Date of the incident and the time the restraint or seclusion began and ended; * Location of the restraint or seclusion; * A description of the restraint or seclusion; * A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion; * A description of the behavior that prompted the use of restraint or seclusion; * Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and * Information documenting parent contact and notification

B. Notice to Administrators  The Principal or designee shall be notified of the
incident as soon as possible, but no later than the end of the same school day.

C. Notice to Parents When a Principal or designee has personal or actual knowledge of any of the events listed above, he or she shall promptly notify the student’s parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

D. Written Report to Parents Within a reasonable period of time not to exceed 30 days after the incident, the Principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following: 1) the date, time of day, location, duration, and description of the incident and interventions; 2) the event or events that led up to the incident; 3) the nature and extent of any injury to the student; and 4) the name of a school employee the parent or guardian can contact regarding the incident.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, Counselors, Administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building Administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct Examples of unacceptable conduct by staff members include but are not limited to the following: * Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees; * Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship; * For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance; * Sending students on personal errands; * Sexual banter, allusions, jokes, or innuendos with students; * Asking a student to keep a secret; * Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students; * Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and * Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner. * Being alone with individual students by closing a room door, either at school or any location after school hours, except when dealing with issues of health, discipline, or counseling by appropriate personnel; * Maintaining personal contact with a student outside of school by phone, email,
Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business); * Exchanging personal gifts (beyond the customary student teacher gifts).

Students and/or their parents/guardians are strongly encouraged to notify the Principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to notify promptly the Principal or superintendent if they become aware of a situation that may constitute a violation of this policy. Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting. This policy shall be included in future employee, student and volunteer handbooks.

IN SCHOOL SUSPENSION

In-School Suspension (ISS) is designed to provide an educational opportunity for students who ordinarily would have been suspended from school due to misconduct. The program is intended to provide closely supervised study with no freedom to take part in "normal" school activities. At the time the decision to assign ISS is made, the parents will be contacted informing them of the infraction which lead to the suspension, the length of the suspension, and the rules governing the suspension. In school suspension runs from 8:20 a.m. – 4:00 p.m. While students are in ISS, they will report to the Principal's office shortly before school starting time with all books, pencils, and study materials. Students will be given restroom breaks periodically throughout the day. The student will be allowed to eat the school lunches if he/she desires. The student will secure daily assignments from the teachers and will be expected to return the completed assignments to the office at the end of each day. Students will receive full credit for work done while in the suspension. Students refusing to study will face further or changed discipline. The students will not be eligible to attend or participate in any school activity during the day(s) they are placed in the ISS. At dismissal time on the last day a student is assigned to the ISS, the student returns to "good standing." In order to continue to provide an educational program for the student, the ISS will be used whenever possible; however, in cases of severe or repeated behavior, the student maybe disciplined by assigning Emergency, Short or Long-term Suspension, or Expulsion.

MAKE-UP WORK DURING SHORT-TERM SUSPENSION

Students who have been suspended from school on a short-term basis (1-5 days) may turn in the work missed under the following conditions:

1. It shall be the student's responsibility to contact each teacher for make-up work when he/she returns to school from the suspension.

2. The student shall have the same number of days as the suspension to complete the make-up work for full credit. All work not completed within the allotted time will be given a zero and no credit granted.

3. Make-up work will not be allowed for long-term suspension (more than five days), expulsion, or if the student is truant.
STUDENT SUSPENSION AND EXPULSION POLICY

The Board of Education of the St. Paul Public Schools delegates to the Superintendent of Schools through the Principal and staff of the schools in the district, the authority to establish such rules and standards of student conduct, which are reasonably necessary to carry out or to prevent interference with carrying out any educational function if such rules and standards are not in conflict with the established Board of Education Policy or Nebraska State Statutes.

According to the Statutes of the State of Nebraska, four types of suspension may be assigned. They are as follows: 1. Emergency Exclusion 2. Short Term Suspension 3. Long Term Suspension 4. Expulsion

EMERGENCY EXCLUSION

A student may be excluded from the school by the Principal in the following circumstances: A. If the student has a dangerous communicable disease transmissible through normal school contacts that pose an immediate threat to the health or safety of the school community; or B. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the rights of other students to pursue an education. Such exclusion shall be subject to the procedural provisions of Section Two (2) of this policy provided that, if the Superintendent, or his designee determines that such exclusion shall extend beyond five school days, the procedures set forth in Section Seven (7) of this policy shall be followed, and a final determination shall be made by the hearing examiner within 10 school days after the initial date of exclusion. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than necessary to avoid the dangers described in subparagraphs A and B of this section.

SHORT TERM SUSPENSION

The Principal, the Superintendent, or any other individuals from time to time designated to have such authority by the Superintendent may deny a student the right to attend school or take part in any school functions for a period of up to five school days on the following grounds: A. Conduct constituting grounds for expulsion as hereinafter set forth; or B. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative staff of the school. The following shall be effected with regard to short term suspension.

1. The Principal shall make a reasonable investigation of the facts and circumstances. In addition, such short term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short term suspension, the student shall be given oral or written notice of the charges against them. The student shall be advised of what he/she is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have. 3. The student shall be afforded an opportunity to explain their version of the facts to the Principal. 4. Within twenty-four hours or such additional time as is reasonably necessary following the suspension, the Principal shall send a
written statement to the student, student's parents or guardian, describing the student's conduct, misconducts or violation of the rule or standard and the reasons for the action taken. 5. The Principal shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school.

**LONG TERM SUSPENSION**

Long Term Suspension shall mean the exclusion of a student from attendance in all schools and grounds for a period exceeding five school days but less than twenty school days.

**EXPULSIONS**

Expulsion shall mean exclusion from attendance for a period not to exceed the remainder of the semester in which it took effect subject to additional definitions in this paragraph. A. Expulsion, when applied against a student for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student unless such personal injury was caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, or when such expulsion is for the knowing and intentional possession, use, or transmission of a weapon other than a firearm, such expulsion shall be for a period not to exceed the remainder of the school year, if such misconduct occurred during the first semester and the expulsion, should it take place during the second semester shall mean for the remainder of the second semester, summer school, and for the first semester of the following school year. B. Expulsion, if it is used against a student for the knowing and intentional possession, use, or transmission of a firearm as defined by 18 U.S.C. 921 shall be for a period of time not less than one full year, provided however, that the Superintendent of Schools may modify such expulsion on a case-by-case basis. C. Any expulsion that will remain in effect for the semester of the following school year shall be automatically scheduled for review before the beginning of the school year. Such review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. The purpose of the review shall be to consider newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing on the matter, if any. If expulsion occurred by action of the Board of Education or a committee of such Board, any student who is expelled pursuant to this section of the policy, may be readmitted only by action of the Board. If the student was expelled by action of the Superintendent, the student may be readmitted by action of the Superintendent. D. Any expulsion as described in this paragraph may be suspended for a period of up to one semester. If an expulsion is proposed under subsection one of this paragraph based upon misconduct which occurred within 10 school days prior to the end of the first semester, the expulsion shall remain in effect through the entirety of the next semester including, if applicable, summer school.
GROUND FOR SHORT TERM SUSPENSION, LONG TERM SUSPENSION OR EXPULSION

The following types of student conduct shall constitute grounds for Short Term Suspension, Long Term Suspension, and Expulsion, when such activity occurs on school grounds or during an educational function or event off school grounds.

A. Use of violence, force, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes. B. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value. C. Causing or attempting to cause physical injury to any school employee or to any student. Physical injury caused by accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this section. D. Threatening or intimidating a student for the purpose of, or with the intent of obtaining money or anything of value from said student. E. Knowingly possessing, handling, or transmitting any object that is ordinarily or generally considered to be a weapon. F. Engaging in the unlawful selling, use, possession or dispensing of alcoholic beverages, narcotics, drugs, or controlled substances as the same may upon time be defined by the laws of the United States of America or the State of Nebraska. G. Engaging in any other unlawful activity as determined by the laws of the United States or the State of Nebraska which activity constitutes danger to other students or interferes with school purposes. H. Repeated violation of any of the rules adopted by the school district or the school if such violations constitute a substantial interference with school's purposes.

PROCEDURE FOR LONG TERM SUSPENSION OR EXPULSION

The following procedures shall be followed with regard to any long term suspension or expulsion: A. On the date of the decision, a written charge, and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student, and the student's parents or guardian. Said notice shall include the following: 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or Assistant Principal. 2. The penalties to which the student may be subjected and the penalty which the Principal has recommended in the charge. 3. A statement that, before long term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges. 4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing. 5. A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged
misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. 6. A form or a request for a hearing to be signed by such parties and delivered to the Principal or Superintendent in person or by registered or certified mail. B. 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. C. In the event that the Principal or Superintendent 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 Principal shall automatically go into effect. D. If a hearing is requested after the end of five school days, following the actual receipt of the written notice, but prior to 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. E. 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. F. In the event that a hearing is requested within five school days from receipt of the written notice, the Superintendent shall appoint a hearing examiner.

HEARING PROCEDURE

A. Hearing Examiner. The hearing examiner shall be any person designated by the Superintendent of Schools. The hearing examiner shall be an individual who has 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 examiner to remain impartial throughout all deliberations. The hearing examiner shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents or guardian, may have regarding the nature and conduct of the hearing. B. The Superintendent may appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but such attorney shall not advise the hearing examiner or parties who may review the proceedings as their counsel. C. Notice of Hearing. If a hearing is requested within five school days of receipt of notice, the hearing examiner shall, with two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian, of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative and the student, the student's parents or guardian, except with consent of all of the parties. D. Continuance. Upon written request of the student or the student's parents or guardian, the hearing examiner shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing examiner may continue the hearing upon any good cause. E. Access to Records. The administrative representative, the student, the student's parents or guardian or the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school board or Board of Education at any reasonable
time prior to the hearing. **F. Hearing Procedure.** The hearing shall be attended by the hearing examiner, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his actions substantially disrupt an orderly hearing. The administrative representative shall present to the hearing examiner statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents or guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, the student's parents, guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing examiner shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing examiner shall have the right to question any witness giving information at the hearing. The student may speak in his own defense and may be questioned on his testimony, but he may choose not to testify and, in such case, he shall not be threatened with punishment, nor be later punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. **G. Availability of Witnesses.** The hearing examiner will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative. **H. Record.** The proceedings of the hearing shall be recorded at the expense of the School District pending all of the disposition of matter. The record in a case shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the Superintendent. **I. Multiple Parties.** When more than one student is charged with violating the same rule or having acted in consort with others and when the alleged facts appear to be substantially the same for all of such students, a single hearing may be conducted for such students if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such students' interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students. **J. Findings.** Within a reasonable time after the conclusion of the hearing, the hearing examiner shall prepare and submit to the Superintendent of Schools his written findings and
recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment. K. Review by Superintendent. The Superintendent of Schools shall review the findings and recommendation of the hearing examiner and in his discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing examiner. L. Notice of Determination. Written notice of the findings and recommendations of the hearing examiner and the determination of the Superintendent of Schools shall be made by certified or registered mail or by personal delivery to the student, the student's parents, or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect. M. Appeal to Board. The student, student's parents or guardian may within 15 school days following a hearing, submit to the Superintendent of Schools or the secretary of the Board of Education, a written request for review by the Board of Education. N. Review by Board of Education. Upon receipt of the request for review or the Superintendent's determination, the Board of Education shall either at or before the next regularly scheduled meeting of the Board, hold a hearing on the matter. Such hearing shall be made on the record except that the Board may admit new or additional evidence to avoid a substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing examiner. If any questions arise during such deliberations, which require additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record. Based upon the evidence presented at the hearing before the hearing examiner, such new or additional evidence, the Board of Education shall make a final disposition on the matter. The Board may alter the Superintendent's disposition of the case if it finds his decision to be too severe, but it may not impose a more severe sanction. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Any person aggrieved by a final decision in a contested case, whether such decision is affirmative or negative in form, shall be entitled to judicial review. Proceedings for review shall be instituted by filing a petition in the district court of the county where the action is taken within thirty days after the service of the final decision by the Board of Education.

REPORTING PROVISIONS

It shall be the duty of the Superintendent of Schools to report on annual
basis or as otherwise required by the Nebraska Department of Education the particulars of each weapons based expulsion occurring under this policy. The information shall consist of at least the following: 1. The number of such expulsions; 2. The nature of the weapon used by the student; 3. The action taken as a result of such misconduct.

**STUDENT FEES**

The St. Paul Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act. The District’s general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, The District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation of guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

A. **Definitions:** “Extracurricular activities” shall mean student activities or organizations that (1) “Students” means students, their parents, guardians or other legal representative (2) “Extracurricular activities” shall mean student activities or organizations that (a) are supervised or administered by the District; (b) do not count toward graduation or advancement between grades; and (c) are not otherwise required by the District. (3) “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which they may also choose to apply for post secondary education credit, the course shall be offered without charge for tuition, transportation books, or other fees, except that if the student chooses to apply for post secondary education credit, he or she may be charged tuition and other fees only associated with obtaining credits from a post secondary educational institution.

B. **Listing of the Fees that may be charged by the School District:**

1. **Guidelines for Clothing and Equipment Required for Specific Courses and Activities.** Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing and equipment required for any special programs, courses, or activities in which they participate. Students shall be required to furnish and wear the following equipment and nonspecialized attire meeting the following general written guidelines and specifications for the following specified courses and activities: [See policy 504.19 for current list & prices]

2. **Safety Equipment and Attire.** The District will provide students with all of the safety equipment and attire that is required by law. Building Administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are
3. Personal or Consumable Items. Students shall be responsible for furnishing personal or consumable items for participation in courses and non-extracurricular activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. The District will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student. The district may require students to furnish the following minor personal or minor consumable items for participation in the following extracurricular activities: [See policy 504.19 for current list & prices]

4. Non-Musical Extracurricular Activities Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project. [See policy 504.19 for current list & prices] Students shall be required to furnish the following specialized equipment or attire meeting the following general written guidelines and specifications for the following non-musical extracurricular activities: [See policy 504.19 for current list & prices]

Following is the maximum dollar amount of the fees that the students shall be required to pay for the following non-musical extracurricular activities: [See policy 504.19 for current list & prices]

5. Musical Instruments And Activities. Students shall not be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities. However, the district shall not be obligated to provide a particular type of musical instrument for any student. The following are musical extracurricular activities: Jazz Band, Swing Choir, Singsation. The maximum fees for musical instruments, specialized attire, and other specialized equipment shall be as follows: [See policy 504.19 for current list & prices]

6. Post-secondary Education Costs. Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses. However, for a course in which students receive high school credit and for which they may also choose to apply for post secondary education credit, the course shall be offered without charge for tuition, transportation, books, or
other fees, except that if the student chooses to apply for post secondary education credit, he or she may be charged tuition and other fees only associated with obtaining credits from a postsecondary educational institution.

Students shall be required to pay the following fees for post secondary education: Tuition and Fees for college credit as set by the post secondary institution.

7. School Store. The district may operate a school store in which students may purchase food, beverages, and personal or consumable items. Said purchases shall not be subject to any fee waiver.

8. Copies of Student Files or Records. Students, their parent(s), and/or their guardian(s) shall be charged $0.00 per page for copies of a student's files or records provided pursuant to Neb. Rev. Stat. 79-2,104. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records.

9. 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. Following is a schedule of fees required for participation in before-and-after-school or pre-kindergarten services offered by the district pursuant to Neb. Rev. Stat. 79-1104: NONE

10. Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses. Following is a schedule of fees required for participating in summer school and night school: NONE

11. Charges for Food Consumed by Students. The District will charge for items that students purchase for the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. Following is a schedule of fees required for any breakfast and lunch program offered at the district: [See policy 504.19 for current list & prices] (or August Newsletter) The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

12. Other Items. Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

13. Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate in. Students may not decline to participate in fund-raiser and then seek fee waivers under this policy.

C. Waiver Policy: Students who qualify for free or reduced price lunches under the 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 participation in extracurricular activities and the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students. The parent/guardian or student shall fill out a separate form for each fee waiver request. Waiver Forms may be obtained in the office of the Superintendent of Schools. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for a comparable student.

D. Distribution of Policy: This policy will be published in the Student Handbook or its equivalent. One copy of the Student Handbook will be provided to each student or to every household in which at least one student resides at no cost. In the event that the District would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the District would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

E. Student Fee Fund: The Board of Education hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and will serve as depository for all monies collected from students for: (1) participation in extracurricular activities; (2) post secondary education costs; and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purpose for which they were collected from students.

WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw from school, students should follow this procedure: 1. Inform the Principal and the Guidance Counselor of your intention to withdraw from school. 2. Request a "Clearance for Leaving School" form from the Principal's office. 3. Present this form to each teacher to sign after you have returned all books and materials. 4. Secure the signature of the librarian, the Activity Director's secretary, and your class sponsor, indicating that all materials have been returned and all dues paid. 5. Return the "Clearance for Leaving School" form to the Principal's office before you leave the building.
Nondiscrimination Policy

The St. Paul School District does not discriminate on the basis of race, color, national origin, sex, marital status, age, or disability in admission or access to, or treatment or employment in, its programs and activities. If you feel you have been discriminated against, or have inquiries regarding grievance procedures, or compliance with Title IX, Title VI, or Section 504, please contact Jen Hagen Secondary Principal, 1305 Howard Avenue, PO Box 325, St. Paul, NE 68873; telephone: 308-754-4433.

Activities

The St. Paul Public Schools provide a wide variety of activities, athletics, clubs, and organizations for its students. All members of the student body are encouraged to participate in these programs to the extent of their interest and abilities. Clubs and organizations sponsored by the school include: Annual Staff, Art Club, Cheer Squad, Dance Squad, Drama, FBLA, FCCLA, FFA, Math & Science Club, National Honor Society, Speech Team, Spirit Squads, Student Council, Vocal and Instrumental Music, and Wrestling Cheerleaders. Interscholastic activities sponsored by the school are: Athletics: Basketball, Cross Country, Football, Golf, Softball, Track, Volleyball, Wrestling. Dramatics: Individual and Small Group Speech, Large Group Speech, All School Play. Music: Band and Instrumental Groups, Vocal and Vocal Groups, Variety Show/Musical. St. Paul High School is a member of the Louplatte Conference. Other member schools in the conference include Centura, Doniphan/Trumbull, Gibbon, Hastings Adams Central, Kearney Catholic, Arcadia/Loup City, Ord, Ravenna, and Wood River.

Activity Tickets

Activity tickets may be purchased in the Superintendents secretary’s office. Students showing their activity ticket will be admitted to all home athletic contests and activities. Activity tickets are not honored at conference, district, or state tournaments or games, or at the school musical or all school play. The only students admitted without charge at school-sponsored activities will be those participating in or working at the contest or event. All other students will need to either purchase a single admission ticket or show their student activity ticket.

Out-of-School Dates

With appropriate documentation, students grades 9-12 from other schools may attend school social functions. Registration forms are available in the office. Out-of-school dates will be expected to abide by all rules and regulations of the school as we expect from our own students. Dances sponsored by the school are open to St. Paul Sr. High students in grades 9-12 only.

Activities Policies

ST. PAUL JUNIOR-SENIOR HIGH SCHOOL

Absences Activity Sponsors should provide the Principal, Activities Director, and Teachers with a list of those students who will be absent from classes It is the student’s responsibility to make up homework ahead of a known activity.
**ACTIVITY TICKETS** Activity Tickets may be purchased but will not be required. However, admission or an activity ticket will be necessary to attend an event except for those participating in the sport or event being held.

**ELIGIBILITY A.** Grades - Students must be continuously enrolled in at least 20 credit hours of instruction per semester to be eligible to participate in activities. A student must have credit on the school records for twenty credit hours of school work for the immediate preceding semester, to be eligible to participate in varsity athletic competition, Spirit Squad, vocal or instrumental music competition, Thespians, or any other similar school organizations or activities. Eligibility calculation reports are run on the last day of the school week at 8:00 a.m. There will be no report run on the first week of each quarter. If the student is listed on the week’s report, they will be notified of their status that day by email.

**Down in 1 class (the same class):**
1. Students will get a warning on the day of the eligibility calculation report.
2. If students are still down when the third eligibility calculation report is run, they will be ineligible the upcoming Monday through Sunday.
3. If the class changes (down in a different class) the process starts all over.

**Down in 2 classes or more:**
1. Students will get a warning on the day the eligibility calculation report is run.
2. If the students are still down on the second eligibility calculation reporting day, they will be ineligible the upcoming Monday through Sunday.
3. If a class changes, the process will **not** start over. The only way this process would start over is when both classes are different.
4. If the student is down only in one class when the second eligibility calculation report is run, they will get an additional warning week.

Students who are ineligible when the eligibility calculation report is run the last week of a quarter, will be ineligible the first week of the next quarter. This does not include grade-based school activities, Graduation, or activities requiring a non-refundable deposit. If you are on the eligible list you may not attend PROM as this is not considered a non-refundable activity. Students will be expected to continue practicing during the week of ineligibility and attend FIT. In addition to the participation rule, students will also lose their hall pass privileges and Work Release privileges during the week of ineligibility, except for emergency situations.

**B. Class Attendance** - Any student participating in an event must attend at least ½ day (4 periods), of school, the day of the event. It is the Coach's or Sponsor's responsibility to check the Student's attendance before allowing him/her to participate. Exceptions to this rule can be made by the Activities Director.

**C. Participation** - No student will be allowed to practice or participate until he/she has turned in to the Activities office the physical/consent form signed by the Medical Provider, Student and Parent.

**PRACTICES** Practices should be scheduled so as not to conflict with a standard meal time. Saturday practices should be cleared by the Activities Director to avoid facility use conflicts. Sundays and Wednesday nights are set
aside for church. No activities will be scheduled at these times.

**DISCIPLINE PROCEDURES** Disciplinary procedures will be left to the Coach or Sponsor. Discipline should be fair and follow Board Policy. The Principal will not take disciplinary action regarding eligibility without conferring with the Coach or Sponsor.

**RECORDED IMAGES**
Student being photographed, video taped, audio taped, or recorded by any other means while participating in St. Paul Public School activities and contests, consent to and waive any privacy rights with regard to the display of such recordings or to the broadcast, sale, or display of such photographs or recordings. This required form is distributed at the start of school.

**ALCOHOL, TOBACCO, AND ILLEGAL DRUGS** Students participating in any activity sponsored by the school will be suspended for the following violations of conduct: possession or use of alcohol, tobacco, or illegal drugs.

**Length for First Offense-Self Reported** Two weeks (14 consecutive days), including all pre-season practices (such as band, volleyball, and football) and vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity. Suspension will start from the time the student makes the voluntary admittance of guilt **within 24 hours of the infraction** to the Head Coach, Activities Director, or Administrator and wishes to start suspension immediately.

**Length for First Offense-Non Self Reported** Three weeks (21 consecutive days), including all pre-season practices (such as band, volleyball, and football) and vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity. Suspension will start from the time the student is cited by law enforcement officials, or when the student makes a voluntary admittance of guilt **after 24 hours** to the Head Coach, Activities Director, or Administrator.

**Second Offense** - Suspension from all activities for the remainder of the school year including participation in graduation activities.

**TRAVEL AND COST** Activities transportation cost shall be paid by the School District. Travel arrangements will be made by the Activities Director and Bus Supervisor. Departing times and the number traveling should be submitted to the Bus Supervisor early enough in the week to facilitate scheduling. Participating students are not allowed to drive cars to school-sponsored activities. Buses will be furnished for away games or meets. Participating students must go to and return from activities away from home in transportation provided by the school. (EXCEPTION: Students who wish to return home from activities by transportation other than the school bus must have one parent come to the Activity Director’s office or the Principal’s office and sign a written liability release. Students will not be allowed to ride with another student.) This Activity Policy will be in effect from the first date of Fall practice through the end of the school year.
In order to represent a high school in interscholastic activities competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is listed below. Contact the Activities Director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if 19 years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the 11th day of the current year.
5. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.

Guardianship does not fulfill the definition of a parent.

7. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parents have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. Any subsequent transfer to another high school, unless there has been a change in domicile by his/her legal parents, shall render the student ineligible for Varsity competition for ninety school days. Student eligibility related to domicile can be attained in the following manners:

9. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile. If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. 10. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team. 11. A student shall not participate on an all-star team while a high school undergraduate. 12. A student must maintain his/her amateur status. 13. A student shall not participate in a contest under an assumed name. WARNING - The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with athletic participation. Participation in any athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility.

GRADE-BASED ACTIVITY ELIGIBILITY

Eligibility calculation reports are run on the last day of the school week at 8:00 a.m.

There will be no report run on the first week of each quarter.

If the student is listed on the week’s report, they will be notified of their status that day by email.

**Down in 1 class (the same class):**

2. Students will get a warning on the day of the eligibility calculation report.
3. If students are still down when the third eligibility calculation report is run, they will be ineligible the upcoming Monday through Sunday.
4. If the class changes (down in a different class) the process starts all over.

**Down in 2 classes or more:**

2. Students will get a warning on the day the eligibility calculation report is run.
3. If the students are still down on the second eligibility calculation reporting day, they will be ineligible the upcoming Monday through Sunday.
4. If a class changes, the process will **not** start over. The only way this process would start over is when both classes are different.
5. If the student is down only in one class when the second eligibility calculation report is run, they will get an additional warning week.

Students who are ineligible when the eligibility calculation report is run the last week of a quarter, will be ineligible the first week of the next quarter.
This does not include grade-based school activities, Graduation, or activities requiring a non-refundable deposit. If you are on the eligible list you may not attend PROM as this is not considered a non-refundable activity. Students will be expected to continue practicing during the week of ineligibility and attend FIT. In addition to the participation rule, students will also lose their hall pass privileges and Work Release privileges during the week of ineligibility, except for emergency situations.

**CHANGES IN HANDBOOK**

This student handbook is subject to change or revision at anytime. Any changes and/or revisions within this handbook will be given to students via posted or written bulletins. This handbook will not answer all questions. If you are in doubt about an action or would like an explanation of a policy, please feel free to visit with the administration.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ATTEND</th>
<th>PARTICIPATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Doane Expand. Horizons</td>
<td>NO</td>
<td>NO</td>
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<tr>
<td>Graduation</td>
<td>YES</td>
<td>NO</td>
<td><em>see note in music Exempt from the &quot;Grade Based Activity Eligibility Rule&quot;</em></td>
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<tr>
<td>Hastings Math Invite</td>
<td>NO</td>
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<tr>
<td>Jr. Hi Awards Day</td>
<td>MUST</td>
<td>NO</td>
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<tr>
<td>Math Counts Trip</td>
<td>NO</td>
<td>NO</td>
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<tr>
<td>Math &amp; Science Trip</td>
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<td>NO</td>
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<td>National Honor Soc. Instillation</td>
<td>YES</td>
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<td>May attend ceremony, but not reception</td>
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<tr>
<td>Quiz Bowls</td>
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<tr>
<td>Science Olympiad</td>
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<td>Sr. High Awards Day</td>
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<td>Youth Leadership</td>
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<tr>
<td><strong>FFA:</strong></td>
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<td>FFA Banquet</td>
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<td>Judging Contests</td>
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<tr>
<td>National Convention</td>
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<td>NO</td>
<td><em>Some deposits may not be refundable; Exempt from the &quot;Grade Based Activity Eligibility Rule&quot;</em></td>
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<tr>
<td>Pancake Feed</td>
<td>YES</td>
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<td>Hired Hand Auction</td>
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<tr>
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<td><strong>FCCLA:</strong></td>
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<td>State FCCLA</td>
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<td>Prom</td>
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<tr>
<td>After Prom</td>
<td>May attend &amp; participate if held off school grounds, may not attend &amp; participate if held on school grounds</td>
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<tr>
<td><strong>SPEECH &amp; DRAMA:</strong></td>
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<tr>
<td>All School Play</td>
<td>YES</td>
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<tr>
<td>Conf. Play Production</td>
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<tr>
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<td>May attend if after / outside school hours</td>
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<tr>
<td>District Speech</td>
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<td>Improv Performances</td>
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<td>Other Speech &amp; Drama Contests</td>
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<td>NO</td>
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<td>State Play Contest</td>
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<td>State Speech</td>
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<tr>
<td>ACTIVITY</td>
<td>ATTEND</td>
<td>PARTICIPATE</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Choir Clinics</td>
<td>MUST</td>
<td>YES</td>
<td>Attendance part of grade</td>
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<tr>
<td>All State Band Clinic</td>
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<td>All State Choral Clinic</td>
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<td>NO</td>
<td>May attend if outside of school day</td>
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<tr>
<td>Band Trip</td>
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<tr>
<td>Choir Trip</td>
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<tr>
<td>Conf. Honor Band Tryouts</td>
<td>YES</td>
<td>YES</td>
<td>If eligible by performance / clinic date</td>
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<tr>
<td>Conf. Honor Band</td>
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<tr>
<td>Conf. Vocal Clinic</td>
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<td>Doane Honor Choir</td>
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<td>Fall Vocal Concert</td>
<td>MUST</td>
<td>YES</td>
<td>Attendance part of grade</td>
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<tr>
<td>Graduation (if in Band &amp;/or Choir)*</td>
<td>MUST</td>
<td>YES</td>
<td>Attendance part of grade if group is performing</td>
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<td>Harvest of Harmony</td>
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<tr>
<td>Jazz Festival</td>
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<td>Jr. Hi Band Contest</td>
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<tr>
<td>Jr. Hi Honor Choir</td>
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<td>Jr. Hi Vocal Concert</td>
<td>MUST</td>
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<td>Musical</td>
<td>YES</td>
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<td>May attend if outside of school day</td>
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<tr>
<td>NCA Swing Choir</td>
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<tr>
<td>Pep-Band</td>
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<td>Pre-Contest Recital</td>
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<td>Spring Instrumental Concert</td>
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<td>Spring Vocal Concert</td>
<td>MUST</td>
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<tr>
<td>UNK Band Day</td>
<td>MUST</td>
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<tr>
<td>UNK Honor Band/Choir</td>
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<td>UNO Swing Choir</td>
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<td>Winter Band Concert</td>
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<td>Winter Vocal Concert</td>
<td>MUST</td>
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<tr>
<td>Variety Show</td>
<td>YES</td>
<td>YES</td>
<td>Full Band, Full Choir, Girls Glee, and Boys Glee are the only groups that must participate. No Jazz Band, Small Ensembles, Swing Choir, and Solos</td>
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<tr>
<td>District Music - Band</td>
<td>YES</td>
<td>YES</td>
<td>only groups that must participate. No Jazz Band, Small Ensembles, Swing Choir, and Solos</td>
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<tr>
<td>District Music - Chorus</td>
<td>YES</td>
<td>YES</td>
<td>only groups that must participate. No Jazz Band, Small Ensembles, Swing Choir, and Solos</td>
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<tr>
<td><strong>SPORTS:</strong></td>
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<tr>
<td>ALL &quot;Parents Nights&quot;</td>
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<td>May not participate in ceremony or meal</td>
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<tr>
<td>Athletic Banquet</td>
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<tr>
<td>Basketball Clinics</td>
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<tr>
<td>Cheerleader Tryouts</td>
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<tr>
<td>Basketball</td>
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<td>NO</td>
<td>May attend if after / outside school hours</td>
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<tr>
<td>Boys Golf</td>
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<td>May attend if after / outside school hours</td>
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<tr>
<td>Cross Country</td>
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<td>May attend if after / outside school hours</td>
</tr>
<tr>
<td>Football</td>
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<td>May attend if after / outside school hours</td>
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<tr>
<td>Girls Golf</td>
<td>YES</td>
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<td>May attend if after / outside school hours</td>
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<td>Track</td>
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<tr>
<td>Volleyball</td>
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<td>May attend if after / outside school hours</td>
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<tr>
<td>Wrestling</td>
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<tr>
<td>Softball</td>
<td>YES</td>
<td>NO</td>
<td>May attend if after / outside school hours</td>
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<tr>
<td>Spirit Squad/Cheerleaders/Dance Team</td>
<td>YES</td>
<td>NO</td>
<td>May attend if after / outside school hours</td>
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</tbody>
</table>

Student athletes may attend the sporting event after school hours dressed in appropriate civilian clothes. The student athlete may be required, by the head coach, to be with the team at the contest. Student athletes may attend and participate in all practices at the discretion of the head Coach.

The only Non-refundable deposits that would be exempt from the Grade Based Eligibility are those deposits that are made by the school.

Every attempt has been made to include all the activities made available to our students. Changes occur during the year and these activities may not be included in our listing. It will then be the decision of the St. Paul High School administration to act on the new activities.